

Constitution and Bylaws

CONSTITUTION

ARTICLE I – NAME

This organization shall be known as “District 1 of the Pennsylvania Music Educators Association (PMEA).” District 1 includes Intermediate Unit I (Fayette, Greene, and Washington Counties), Intermediate Unit II (Pittsburgh), Intermediate Unit III (Allegheny County) and Intermediate Unit IV (Westmoreland County).

ARTICE II – PURPOSE

The purpose for which PMEA District 1 is organized and operated is exclusively literary and educational, as defined in Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The purpose of PMEA District 1 shall be the advancement of music education, as stated in the PMEA State Constitution, and in specific furtherance thereof, as follows: (a) to sponsor and organize vocal and instrumental music festivals and workshops in the elementary, intermediate, and secondary levels, (b) to bring together pupils of exceptional ability for encouragement, inspiration, development, good fellowship, and cooperation through participation in music festivals, and (c) to educate the public of the quality and variety of musical opportunities to pupils in our District.

ARTICLE III – AFFILIATION

This organization shall function as District 1 of the Pennsylvania Music Educators Association and shall be bound by the Constitution and Bylaws of that parent organization. PMEA is the state affiliate of the Music Educators National Conference (MENC).

ARTICLE IV – MEMBERSHIP

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

ARTICLE V – GOVERNMENT

The Board of Directors, which shall be known as the PMEA District 1 Executive Board, shall be the legal representative of PMEA District 1 and, as such, shall have, hold, and administer all the property, funds and affairs of District 1. Provision for the regulation of the internal affairs of PMEA shall be provided for in the Bylaws.

ARTICLE VI – ELECTIONS

The manner of the election or appointment of the members of the PMEA District 1 Executive Board shall be provided for in the Bylaws.

ARTICLE VII – AMENDMENTS

This Constitution may be altered or amended by a majority of the eligible members voting. Written notice and the text or proposed revisions will be published in the District 1 newsletter prior to voting, and the text or proposed revisions will be presented at each festival business meeting. Balloting shall be conducted by mail from the District Immediate Past President’s office. The results are to be tabulated as outlined in the Bylaws under the heading “Elections.”

Constitution and Bylaws (continued)

BYLAWS

BYLAW I – MEMBERSHIP

The Association shall consist of Active, Life, Introductory, Collegiate, Retired, Associate, Honorary, and Honorary Life members, as defined in the State Constitution of PMEA.

BYLAW II – DUES AND FEES

Section 1. DUES. The PMEA State Executive Board shall set the amount of annual dues for membership, plus the amount specified by the MENC for membership. Dues include subscriptions to *PMEA News*, other official PMEA publications, *Music Educators Journal* and full participation in all the activities of the PMEA, MENC, and the Eastern Division of MENC.

Section 2. FEES. All fees for receiving District 1 PMEA services or for participating in District 1 PMEA activities shall be set by the District 1 Executive Board, subject to State guidelines.

BYLAW III – GOVERNMENT

Section 1. AUTHORITY. Authority of management, policies, and actions of District 1 is vested in the Executive Board. As presiding officer of the Executive Board, the District 1 President is responsible for the leadership of District 1. The district affiliates and individual members may make recommendations to the Executive Board regarding management, policies, and actions. The legislative power of the District shall be vested in both membership and the Executive Board.

Section 2. OFFICERS. The elected officers and their respective terms of office shall consist of the following: President – two years, Vice President – two years, Immediate Past President – two years, Treasurer – four years, Higher Education Representative – four years, Senior High Representative – four years, Junior High Representative – four years, and Elementary Representative – four years. The position of Secretary shall be an appointed position. Appointments will be made by majority vote of the Executive Board.

The President shall plan and preside at all meetings of the Executive Board. The President shall have the power to appoint committees and ex officio Executive Board members. Such committees and ex officio members shall be responsible to the Executive Board. The President shall have the authority to call special meetings and shall be ex officio member of all committees. The President shall plan and preside at all general membership meetings, shall serve on the State PMEA Executive Board and attend all regular and special meetings of that body, and shall report to the District 1 membership on all developments on the state level. The President shall obtain hosts for District and Region-State festivals, shall assist hosts with planning for festivals and shall oversee festivals to ensure that District and State policies are followed. The President shall supervise the writing and updating of the “District 1 Festival Policy Handbook.” The President shall serve as Regional Chairman during the second year of his/her term, and shall preside at all Region I meetings.

The Vice President shall perform the usual duties of this office and shall be charged with the administration of auditions at all District 1 festivals. In the event of a disability of the President during the first year, the Immediate Past President assumes the duties of that office for the remainder of the year only, and the Vice President shall assume the duties of the office for the second year. In the event of a disability of the President during the second year, the Vice President shall assume the duties of that office for all of the remainder of that year.

Constitution and Bylaws (continued)

The Immediate Past President shall serve as advisor to the President, shall assume the duties of that office for the remainder of that year in the event of a disability of the President during the first year, and shall serve as a member of the nominating committee. The Immediate Past President shall be responsible for mailing of all ballots to members in good standing, for recording election results, and informing candidates.

The Secretary shall keep the minutes and records of the District, shall prepare and mail all correspondence and communications for the District and shall maintain an up-to-date database list of members and check eligibility of all festival participants and voters. The Secretary shall be responsible for printing of all ballots.

The Treasurer shall be the custodian of District funds, shall transact all general routine business within PMEA and MENC, and devise and keep such records as may be necessary for efficient conduct of general business affairs. Semiannual financial statements shall be presented to the Executive Board and an annual statement of condition published in the District newsletter. At the expiration of the term of office, the funds, books, cancelled checks, receipts, documents, and records in their complete form shall be turned over to the successor of the Treasurer.

The Higher Education Representative, Senior High Representative, Junior High Representative, and Elementary Representative shall serve as the District 1 Curriculum/Instruction Committee. The members of this committee shall assist in planning and conducting workshops, clinics and festivals, shall assist in presenting curriculum/instruction materials to the membership, shall serve as liaison between classroom teachers and the Executive Board, and shall run the Elementary Fest meetings. One member of the Curriculum/Instruction Committee will be elected by the District Executive Board to serve as C/I Chair. The District C/I Chair shall serve on the State PMEA Executive Board as a voting member, and shall attend all regular and special meetings of that body. The term of office as District C/I Chair is two years.

The Editor of the District 1 Newsletter shall be appointed by the President. The Editor shall publish the newsletter in May and September, annually.

Section 3. EXECUTIVE COMMITTEE (EXCOM). Authority is vested in EXCOM for interim (between Executive Board meetings) decision-making, policy recommendations to the Executive Board, annual budget preparation, constitutional revision, audit review, and meeting site selection. The committee consists of the President, who presides, the Vice President, the District C/I Chair, the Immediate Past President, and the Treasurer.

Section 4. EXECUTIVE BOARD. The Executive Board shall have general powers of administration of District 1 with authority to act and enact legislation except as contrary to this Constitution/Bylaws or as hereinafter expressly provided. Membership consists of all elected officers, appointed Secretary, appointed Editor, ex officio appoints, and standing ad hoc committee chairs deemed necessary for operation of District 1. Duly elected Executive Board members hold voting status. A quorum of not less than 50% members in attendance is required to transact business. When necessary, business may be transacted by mail or conference phone call. The Executive Board shall elect one member of the Curriculum/Instruction Committee to serve a two year term as C/I Chair.

Section 5. APPOINTMENTS. The President appoints ex officio chairs/officers to serve a term which coincides with that office.

Section 6. COMMITTEES. Standing and special committees of District 1 shall be appointed by the President with the exception of the nominating committee (Section 9 below).

Constitution and Bylaws (continued)

Section 7. MEETINGS. The Executive Board shall meet annually during the summer to plan the year's festivals and activities, determine District policy and carry out the business of the District. Additional meetings may be called by the President or by a majority vote of the Executive Board. District business meetings shall be held on the first day of each District festival. Additional general membership meetings may be held at such time and place as determined by the President or Executive Board. The members present at a District business meeting shall constitute a quorum. Business which affects the entire membership must be presented, discussed, and voted upon at each of the district festival business meetings. Business which affects only the members attending a specific festival may be completed at that festival business meeting.

Section 8. PROXIES. In case an elected officer finds it impossible to attend an Executive Board meeting, a proxy shall be sent with written authorization to that effect from the officer being represented. The proxy shall have all of the rights and privileges of that office.

Section 9. ELECTIONS AND NOMINATING COMMITTEE. An annual ballot shall be distributed in the spring. The Immediate Past President shall be responsible for the distribution and collection of all ballots to members in good standing. The election date is April 1 or a special date authorized by the Executive Board. Members who do not receive their ballots at festival business meetings will be mailed a ballot at least thirty days prior to election date. Election results will be tallied by the Immediate Past President, who will record and inform the candidates. Terms of office begin July 1. The Treasurer and the four members of the Curriculum/Instruction Committee serve four year terms. All other officers serve two year terms. Curriculum/Instruction nominees shall be teaching on the level for which they are nominated. All nominees shall be engaged in teaching music.

A Nominating Committee of four members shall be elected by the Executive Board and a fifth member shall be the Immediate Past President. The committee chair shall be the person receiving the highest number of votes. Two candidates shall be nominated for each office, e.g. Vice President, Treasurer, and four Curriculum/Instruction representatives.

After serving two years, the Vice President becomes President. After serving two additional years, the President becomes the Immediate Past President.

Section 10. PARLIAMENTARY PRINCIPLES. Principles set forth in Robert's Rules of Order, current edition, shall govern in all cases not covered by Constitution or Bylaws. The Parliamentarian shall be appointed by the President.

Section 11. FINANCIAL RESPONSIBILITY. The authority and responsibility for the management and maintenance of good will and credit of District 1 is vested in the Executive Board, but it is expressly understood that neither the Board nor any member thereof, nor any staff member, nor any member of PMEAs shall be required to accept personal responsibility for duly authorized bills or obligations that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed by the Constitution and Bylaws of PMEAs. Qualifying expense reimbursements for officers, members of the Executive Board, and appointed chairs or committees in the fulfillment of their official duties and assignments to PMEAs shall be paid in accordance with the annual budget using the expense voucher system.

Constitution and Bylaws (continued)

Section 12. REMOVAL OF OFFICERS. The Executive Board may declare vacant the office of any elected District officer for any of the following causes: incompetency, unprofessional actions, or refusal to accept office following election thereto. The Executive Board shall fill such office by appointment until the next regularly scheduled election.

BYLAW IV – DISTRICT/REGION STRUCTURE

The structure of PMEA shall consist from district to region to state. District 1 PMEA is joined with District 5 to form Region I PMEA for the purpose of providing Region-State Festivals for high school chorus and band. District 1 is joined with Districts 2, 3, 4, 5, and 6 for the purpose of providing the Western Region-State Orchestra Festival.

BYLAW V – PMEA MATERIALS

The Secretary shall have available for members requesting an up-to-date copy of the Constitution and Bylaws of by District 1 and PMEA, together with other regulations governing the conduct of the organization or of individual members.

BYLAW VI – OFFICER HONORARIA

The PMEA/MENC dues of each elected District officer and the appointed District Secretary will be paid by the District treasury. In addition, the appointed Editor will receive an annual honorarium of five hundred (\$500) dollars. These honoraria shall be included in the annual budget.

BYLAW VII – FESTIVALS

Section 1. AUTHORITY. The policies and procedures set forth in the “Manual for Hosts,” the “District 1 Host Supplement,” the “District 1 Festival Policy Handbook,” and current state PMEA “Policy Manual” shall govern all cases not covered by the District 1 Constitution and Bylaws.

Section 2. SELECTION OF PARTICIPANTS IN NON-AUDITIONED FESTIVALS. The Selection Committee shall consist of the festival host, a District 1 elected officer, and at least three director representatives from participating schools. The Selection Committee will make every attempt to select fair representation by school and director based on the instrumentation needs of the participants. The Selection Committee will choose the festival participants based on the recommendations of the students’ directors, the information on the application forms, and the instrument or voice grouping of the ensemble. Only the applications of PMEA members in good standing will be considered, and no applications will be accepted after the date of the selection committee meeting. In cases where students who have been selected find it necessary to withdraw, the host is authorized to select replacement personnel from the applications previously considered by the selection committee. If no suitable replacement is found among the applicants, replacement may be made by the District President.

Section 3. SELECTION OF MUSIC. Music for festivals will be selected based on District and State policy (Bylaw VII, Section 1). The host may choose to appoint a committee of directors to assist in planning of a suitable festival program.

Section 4. GUEST CONDUCTOR. The host shall have the approval of the Executive Board before contracting a guest conductor. The guest conductor shall not conduct another festival within District 1 or Region I in the same season. Fees and expenses for guest conductors and the host’s festival budget must be reviewed and approved by the Executive Board at the host meeting.

Constitution and Bylaws (continued)

Section 5. APPLICATIONS. Hosts must use the approved PMEA festival application forms supplied by the Executive Board. All forms must be completed fully, including the signatures of the applicant, the school principal, the parents or guardians and the applicant's director who is a member in good standing of PMEA District 1, and all applicable ratings and rankings. Directors shall submit applications only of qualified students.

BYLAW VIII – AMENDMENTS

The Constitution and Bylaws may be amended by a majority of the members on the April ballot. The amendment must be presented in writing at each of the festival business meetings held prior to April 1 and published in the official district newsletter before the vote is taken. *(Ratified in May 1991)*