

KANSAS MUSIC EDUCATORS  
ASSOCIATION

# HANDBOOK



Updated and Revised: February 2017

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## **2015-2017 Strategic Plan**

The KMEA Strategic Plan identifies the objectives of KMEA, as adopted by the Executive Board. This is a two-year plan adopted for each biennium in odd-numbered years.

### **KMEA Strategic Planning Committee 2015-2017**

Martha Gabel, Avian Bear, Gretchen Bixler, John Taylor, Troy Johnson, Mary Rose Biltz, Alissa Gomez, Lynn Unruh, Curtis Mulvenon, Bob Haselhuhn, Stacey Williams, Amy Brown, Julie Sluyter, Holly Taylor, Fred Burrack, Phillip Payne, Mike Quilling, Lauren Hirsh, Elaine Bernstorf

### **Preamble**

Music is an integral, vibrant part of life. The lifelong process of learning, performing, creating, and appreciating music brings meaning and richness to our heritage and culture. The Kansas Music Educators Association is an organization of music educators committed to the concept that the study of music is a positive influence in the lives of individuals and society as a whole.

### **Mission Statement**

The mission of the Kansas Music Educators Association is to support music educators by fostering leadership, providing professional development, and promoting the advocacy of music learning in schools and communities.

### **Strategic Vision**

The Kansas Music Educators Association “shall be the most inclusive, influential, and authoritative voice for music as an essential part of education” (MENC Strategic Plan 2007).

### **Strategic Goals**

To achieve this mission, KMEA will continue to strengthen its organization through a teamwork approach that reaches out to individuals and groups within communities. The strategic goals of KMEA are:

1) **Music Advocacy**

KMEA will be an advocate for strong music education programs at local and state levels.

1. Acquire updated data on the state of music educators and music education programs in Kansas.
2. Communicate with state leaders to provide current information and advocate for music education programs in Kansas.
3. Provide KMEA membership with advocacy tools and current information to assist them with advocacy efforts in their schools and communities.

## **2) Professional Development**

KMEA will provide leadership and professional development on the Kansas State Music Standards, curriculum development, and best practices for standards implementation.

1. Collaborate with KSDE to revise the Kansas State Music Standards and present them to the Kansas State Board of Education for approval.
2. Plan and facilitate the introduction of and initial training on the newly revised Kansas State Music Standards to KMEA membership.
3. Provide on-going professional development and assistance/support for music educators as they implement the newly revised Kansas State Music Standards.

## **3) Recruitment and Retention**

KMEA will increase connections and support for novice teachers at the State and District levels through the development and implementation of a detailed mentoring program.

1. Create procedural guidelines for the selection and training of District Mentor Chairs.
2. Increase connections and professional development opportunities for novice teachers at the District and State levels.
3. Leverage current and new technology to support and enhance the KMEA Mentoring Program

## **4) Connecting with Membership**

KMEA will increase the involvement of elementary music teachers in KMEA District and State Activities and events.

1. Implement an All-State Elementary Choir to perform during the 2016 and 2017 KMEA In-Service Workshops.
2. Increase opportunities to connect with elementary music teachers at the District and State levels.

KANSAS MUSIC EDUCATORS  
ASSOCIATION

**BY-LAWS**

APPROVED AS REVISED  
FEBRUARY 2017

## BY-LAWS OF KANSAS MUSIC EDUCATORS ASSOCIATION

### ARTICLE I – NAME

Section 1. The corporate name of this association is the Kansas Music Educators Association

### ARTICLE II – OBJECT

Section 1. The object of this association is the advancement of music education.

### ARTICLE III – MEMBERSHIP AND DUES

Section 1. Active Membership. Active membership shall be open to all persons engaged in music teaching and other persons with an interest in the advancement of music education. Active membership shall provide the privileges of participation in the activities of the association, including the right to vote, to hold office, and admission to meetings of the association, including one state In-Service Workshop per membership period, upon the member's compliance with registration requirements. Dues shall be determined by the Board of Directors, to which shall be added the amount of active membership dues of the National Association for Music Education. Active members shall be active members of the National Association for Music Education.

Section 2. NAfME Collegiate Membership. Student chapter membership shall be open to students of music 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 and KMEA. Student chapter members shall be admitted to state, division, and national meetings upon compliance with registration requirements, and shall receive all privileges of active membership except the right to vote and hold office, except for the elected State (NAfME Collegiate) President. (See Article V, Section 6 for clarification.)

Section 3. Life Membership. The Kansas Music Educators Association shall extend to all persons holding Life Membership in the National Association for Music Education the rights and privileges of active membership in the association.

Section 4. Retired Membership. Retired membership shall be open to all individuals over 54 years of age who have retired from the profession and who have been members of KMEA for at least 10 years. Retired members will receive KMEA membership with all privileges except voting. Retired Members may vote in KMEA elections if they are also a member of NAfME. Members will be entitled to attend the State In-Service Workshop without payment of the registration fee. KMEA retired membership dues are not unified with NAfME retired membership dues.

SECTION 5. TRI-M MEMBERSHIP. Student membership is open to students in high schools and middle schools where Tri-M Chapters are active. Annual dues shall be set by each individual chapter to which shall be added the amount of student chapter membership dues of NAfME and KMEA. Student members may attend Tri-M clinics sponsored by KMEA. Student members may not vote or hold office in KMEA.

### ARTICLE IV – DISTRICTS

This association shall be divided into the following districts:

Northeast District shall include the counties of Atchison, Brown, Doniphan, Douglas, Jackson, Jefferson, Leavenworth, Nemaha, Shawnee, and Wyandotte.

East Central District shall include the counties of Franklin, Johnson, Miami, and Osage.

Southeast District shall include the counties of Allen, Anderson, Bourbon, Chautauqua, Cherokee, Coffey, Crawford, Elk, Greenwood, Labette, Linn, Montgomery, Neosho, Wilson, and Woodson.



North Central District shall include the counties of Chase, Clay, Cloud, Dickinson, Geary, Lyon, Marshall, Morris, Ottawa, Pottawatomie, Republic, Riley, Saline, Washington, and Wabaunsee.

Northwest District shall include the counties of Cheyenne, Decatur, Ellis, Ellsworth, Gove, Graham, Jewell, Lincoln, Logan, Mitchell, Norton, Osborne, Phillips, Rawlins, Rooks, Russell, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace.

Southwest District shall include the counties of Barber, Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearny, Kiowa, Lane, Meade, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Stafford, Stanton, Stevens, and Wichita.

South Central District shall include the counties of Butler, Cowley, Harper, Harvey, Kingman, Marion, McPherson, Reno, Rice, Sedgwick, and Sumner.

## ARTICLE V – GOVERNMENT

Section 1. Officers. The officers of the Kansas Music Educators Association shall be a President, and a President-Elect, and a Vice President (immediate past president). Each office is a two-year term, for a total of six years of service. The duties of these offices shall be as follows:

- A. President. The President shall preside at state In-Service Workshops, and all business meetings of KMEA. The President shall have the power to appoint Advisory Council Chairs and other resource persons and committees not otherwise provided for in the Bylaws and shall be responsible for the planning of the annual In-Service Workshop of the association and perform all other duties pertaining to the office. The President shall have the power to appoint a chairman for each of the All-State Ensembles.
- B. Vice President. The Vice President, who shall be the immediate 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.
- 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 the Board of Directors.

Section 2. Executive Committee. The Executive Committee of the Kansas Music Educators Association shall be composed of the officers of the association and the Executive Director. The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that body. The Executive Committee shall serve as the Nominating Committee for the election of President-Elect for the Association.

Section 3. Board of Directors. The Board of Directors of the Kansas Music Educators Association shall be composed of the officers of the association: the President, the President-Elect, the Vice President, the Presidents of the seven districts, and the NAFME Collegiate President. The Board of Directors Shall:

1. administer and be responsible for the business management, educational affairs, and operation of the association, and for the management and control of the funds thereof;
2. have the responsibility for the association general policies and program of activities;
3. determine the time and place of the annual In-Service Workshop and business meeting, and the time and place of the annual district meetings;
4. appoint an Executive Director, prescribe duties and compensation and have full supervision and control of actions taken by the Executive Director;
5. provide for a complete annual review of the accounts of the association by a duly qualified accountant;
6. approve the nominees of the Nominating Committee for the office of President-Elect; and
7. supervise and direct the publications of any yearbooks, proceedings, bulletins, reports, and all other official publications.

Section 4. Advisory Council. The Advisory Council of the Kansas Music Educators Association shall be composed of interest areas the President may deem necessary. The Advisory Council Chairs may be deleted or additional Chairs added by the KMEA President with approval of the Board of Directors. Vacancies on the Advisory Council shall be filled by the KMEA President. The Advisory Council shall cooperate with the President in planning programs for the annual In-Service Workshop of the association and have such other duties as assigned by the President.

Section 5. District Officers. Each of the districts set forth in Article IV shall have a district president, district president-elect, a district executive director, and district advisory officers, whose duties shall be as follows:

- A. District President. The District President shall preside at all meetings of the district members and shall have the power to appoint all district advisory personnel and committees for the district not provided for in these bylaws. The President shall, in consultation with the Board of Directors and with the other officers of the district, prepare the program for the meetings of the district and perform all other duties pertaining to the office. The President shall be responsible for implementing the overall program of the association within the district. The President shall have the power to appoint any active member of the district to fill any vacancy that may occur in the district offices of president-elect or secretary/treasurer by temporary appointment to be ratified at the next regular district meeting, pending the next regular election. The President shall be a member of the Board of Directors of the association. The President shall be responsible for conducting the election of district officers as provided in Article VI, Section 4 of these bylaws.
- B. District President-Elect. The District President-Elect of each district shall assist the President in an advisory capacity and have such other duties as may be assigned.
- C. Vice President – The Vice President, who shall be the immediate past president, shall serve as advisor to the President, shall have such other duties as may be assigned by the President.
- D. Executive Director. The Executive Director of each district shall keep and record the minutes of the district meetings and shall be responsible for the financial obligations of the district.
- E. District Advisory Officers. The District President shall appoint advisory officers for any areas of interest for the function of the district.

Section 6. NAfME Collegiate President. The President shall represent all NAfME Collegiate members in the state on the KMEA Board of Directors. The President will report to NAfME Collegiate chapters regarding actions taken by the Board of Directors after each Board of Directors' meeting. The President shall be responsible for setting up the election of next year's state NAfME Collegiate president as outlined in Article VI, Section 6.

Section 7. All-State Chairs and Elementary Chair. The KMEA President-Elect shall appoint chairs for all-state ensembles and elementary music. These appointees shall serve as assistant chairs under the President-Elect, and shall become chairs when the President-Elect becomes President. Each chair will, at the discretion of the President and the Executive Director, select conductors for and organize the all-state ensembles and /or plan sessions for the In-Service Workshop.

Section 8. Affiliate Members. Affiliate members shall include a KMMA liaison and the elected presidents of the following associations: KASTA, KBA, KCDA, Kansas Orff, KMEK, and KMTA. The affiliate members shall represent their membership to the KMEA President and Board of Directors. Additional members may be added at the discretion of the President to be approved by the Board of Directors.

## ARTICLE VI – ELECTIONS

Section 1. Nominating Committee. The nominating committee shall consist of the members of the KMEA Executive Committee. The nominating committee shall secure the names of two candidates for the office of President-Elect and present these names to the Board of Directors for approval.

Section 2. Nomination. The Board of Directors shall meet on or before the first day of the annual state In-Service Workshop of odd-numbered years to approve the nomination of two candidates for the office of president-elect.

Section 3. Election of Officers. The voting for president-elect shall occur during the month of February for a minimum of 7 days and ending at 9:00 AM on the Saturday of the annual In-Service Workshop. The candidate receiving the most votes shall be elected. Campaigning will not be allowed. Positions may be expressed when requested but shall not be given voluntarily or unsolicited.

Section 4. Election of District Officers. An election shall be held during November and/or December for a period of no less than 7 days in the Southeast District, the Northwest District, and the South Central District during each even-numbered year and in the Northeast District, the East Central District, the North Central District, and the Southwest District during each odd-numbered year for the purpose of electing district officers. The candidates receiving the most votes shall be elected.

Section 5. Eligibility to Vote. Only persons holding current active membership shall be eligible to vote at all meetings.

Section 6. Election of State NAFME Collegiate President. The State NAFME Collegiate President will be elected by the state student chapter members at the annual KMEA In-Service Workshop. A state NAFME Collegiate Vice President will be elected in the same process, but will not have voting privileges on the KMEA Board of Directors. Full notification of meeting and listing of nominees will be made available to each NAFME Collegiate chapter at or before the annual In-Service Workshop. The candidates receiving the most votes shall be elected.

#### ARTICLE VII – TERMS OF OFFICE

Section 1. President. The President-Elect assumes the office of President for a term of two years beginning with the first day of the first month following the close of the annual 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 In-Service Workshop held on odd-numbered years.

Section 3. Vice President. The Vice President shall serve for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop held on odd-numbered years.

Section 4. District Officers. The district officers shall serve for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop following their election.

Section 5. State NAFME Collegiate President and President-Elect. The Collegiate President-Elect will assume office beginning with the first day of the first month following the close of the annual In-Service Workshop and will assume the Presidency following the June KMEA and Collegiate Board meetings of the same year. The Collegiate President will serve a term of one year.

Section 6. Succession to the Presidency. If a State or 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 Vice President, and the District or State will continue without a Vice President until the normal succession of officers. If vacation 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 and President-Elect until succession to the presidency occurs on the following March 1.
- b. Vice President. If the office of Vice 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 vacate 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 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 KMEA Board of Directors.

#### ARTICICLE VIII – Re-Election

Association and 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 IX – ADMINISTRATIVE OFFICERS

The association shall have the following administrative officers:

Section 1. Executive Director. The Executive Director is the chief professional administrator of the association and is responsible through the President to the Board of Directors. Operating within the bylaws of KMEA and within the policies established by the Board of Directors, the Executive Director:

- a. Is responsible, in consultation with the Executive Committee, for the performance of all persons employed by KMEA.
- b. Maintains appropriate controls over the funds and physical assets of KMEA.
- c. Under the direction of the President and/or the Board of Directors, is responsible to assist in (1) the implementation of plans and programs established to achieve the goals and objectives of KMEA and (2) the implementation of policies for the governance of KMEA and the maintenance of effective relationships with affiliate organizations.
- d. Maintains effective communication with members of the Executive Committee and the Board of Directors.
- e. Maintains a complete and accurate record of all association business meetings, all meetings of the Board of Directors, Executive Committee, the Advisory Council and have the proper records available at all official meetings.
- f. Shall give such bond as may be required by the Board of Directors and submit an annual report to the Board of Directors.
- g. Assumes other responsibilities as assigned by the President or the Board of Directors.
- h. Shall turn over to the successor all money, books, records, and other property of the association upon termination of duties.

Section 2. Editor. The Editor of the association's official magazine, the Kansas Music Review, shall be responsible for the publication of the magazine, including the securing and/or the preparation of all copy. The Editor shall be responsible through the Executive Director to the Board of Directors. In the absence of instructions from the Board of Directors the Editor shall be under the direction of the President. The Editor shall submit an annual report to the Board of Directors.

Section 3. Advertising Manager. The Advertising Manager of the association's official magazine, the Kansas Music Review, shall be responsible for all business matters concerning the publication of the magazine in accordance with the bylaws. The Advertising Manager shall be under the direction and responsible through the Executive Director to the Board of Directors. In the absence of instructions from the Board of Directors the Advertising Manager shall be under the direction of the President. The Advertising Manager shall submit an annual report to the Board of Directors.

Section 4. Recording Secretary. The Recording Secretary shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall keep complete and accurate minutes of all meetings of the Board of Directors.

Section 5. Workshops Exhibition Manager. The Workshop Exhibits Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for all business matters concerning exhibits for the annual KMEA In-Service Workshop. The Workshops Exhibits Manager shall recruit, assign, contract and coordinate the workshop exhibits.

Section 6. All-State Manager. The Festival Ensembles Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for all business and logistical coordination of KMEA sponsored festivals, live auditions, and other events as assigned by the Executive Committee. The Festival Ensemble Manager shall be responsible for all business, audition, and logistical coordination of the KMEA All-State Ensembles.

Section 7. Workshop Registration Manager. The Workshop Registration Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for the coordination and processing of pre-registration and on-site registration at the annual In-Service Workshop.

Section 8. 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.

Section 9. Workshop Local Arrangements Chair. The Workshop Local Arrangements chair shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall oversee all equipment needs for the annual KMEA In-Service Workshop.

Section 10. In-Service On-Site Registration Chair. The In-Service On-Site Registration Chair shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall organize the In-Service Workshop on-site registration as directed by the Workshop Registration Manager.

#### ARTICLE X- MEETINGS

Section 1. Executive Committee. The Executive Committee shall meet at the call of the President. A quorum of all four members of the Executive Committee shall be required for the transaction of business. Emergency action may be taken by the Executive Committee and all action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors as needed.

Section 2. 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 of Directors shall be required for the transaction of business. Authority for emergency action by the Board of Directors may be secured by mail or e-mail and action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors.

Section 3. Advisory Council. The Advisory Council shall meet jointly and annually with the Board of Directors and at the call of the President.

Section 4. Association. The Kansas Music Educators Association shall meet annually for an In-Service Workshop. The registration fee for the annual In-Service Workshop shall be determined by the KMEA Board of Directors.

Section 5. District Meeting. The members of each of the seven districts shall meet annually.

#### ARTICLE XI – AFFILIATIONS

Section 1. NAfME: The National Association for Music Education (NAfME). The Kansas Music Educators Association shall function as the affiliated state unit of NAfME: The National Association for Music Education (NAfME)

Section 2. Kansas State High School Activities Association. The Kansas Music Educators Association shall function as an affiliated unit of the Kansas State High School Activities Association.

Section 3. Affiliations. Such affiliations as set forth above shall not restrict or alter these bylaws, nor shall such affiliations alter the status of the Kansas Music Educators Association in its relationship to its affiliated organizations, nor the operation and activities thereof, nor the rights and privileges of individual members as herein set forth.

#### ARTICLE XII – LIMITATION OF RESPONSIBILITY OF THE OFFICERS

The authority and responsibility for the management and for the maintenance 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 litigation which may develop from authorized activities of the organization carried on in good faith in pursuit of the objectives, purposes, and activities or authorized by the Articles of Incorporation and Bylaws.

#### ARTICLE XIII – FISCAL YEAR

The fiscal year shall be from July 1 to June 30, or such other period as may be determined by the Board of Directors.

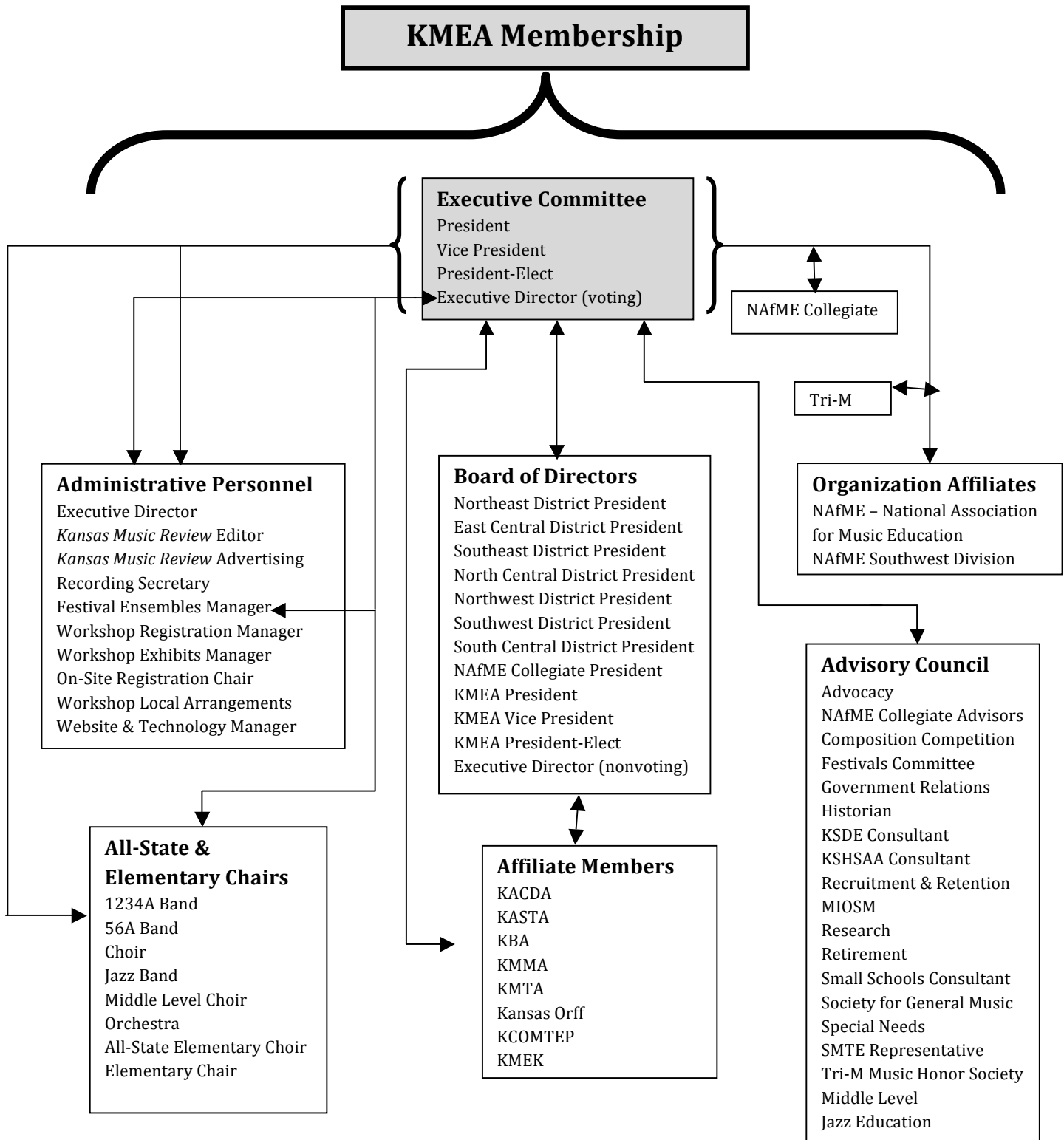
#### ARTICLE XIV – RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern in all business meetings of the association.

#### ARTICLE XV – AMENDMENTS

The bylaws may be altered or amended by an approving vote of two-thirds of the active members voting at the annual In-Service Workshop, provided formal notice of such contemplated alteration or amendment shall be given by mail or otherwise to all active members of record at least 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 In-Service Workshop, 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.

# KMEA Organization Flowchart



Updated and Revised: February 2017

**KANSAS MUSIC EDUCATORS  
ASSOCIATION**

**JOB  
DESCRIPTIONS**

**Updated and Revised: February 2017**



# Job Descriptions

## Kansas Music Educators Association Board of Directors

### (Voting Members)

#### KMEA President

- 1) Execute the duties assigned in the By-Laws
- 2) Attend all Board of Directors and Executive Council meetings, make written reports, and prepare the Board Book
- 3) Formulate, engineer and direct implementation of the *KMEA Strategic Plan*
- 4) Review *KMEA Strategic Plan* annually
- 5) Represent KMEA on the KSHSAA Board of Directors, or, as appropriate, appoint a representative
- 6) Participate in the NAFME National Assembly
- 7) Represent KMEA on the NAFME Southwest Division Board
- 8) Chair the "ISW Coordination" and "Clinic Selection" committees, design and approve the final ISW schedule, and preside at all official KMEA ISW functions.
- 9) Write "President's Message" column for *Kansas Music Review* and KMEA website
- 10) Meet *Kansas Music Review* deadlines
- 11) Apply or direct application of all grants
- 12) Serve on selection committee for Teacher of the Year, Administrator of the Year, and all Scholarships
- 13) Coordinate KMEA In-Service Workshop Receptions and Breakfasts

#### KMEA Vice President

### (Immediate Past President)

- Execute duties assigned in the By-Laws
- Execute duties assigned by the President and/or Board of Directors
- Assume the duties of the president in the absence of the president
- Chair the "Teacher of the Year" Committee
- Chair the "Hall of Fame Award" Committee
- Chair "KMEA Wind/Percussion, Vocal, String and Tri-M Scholarships"
- Chair "Robert & Myrabel Hollowell Memorial Scholarship" and "Don & JoAnn Corbett Scholarship" Committees
- Chair the "Honor Administrator Award" Committee
- Maintain "KMEA Policies" portion of the KMEA Handbook
- Teach/facilitate the KMEA Leadership Camp

## **KMEA President-Elect**

- Execute duties assigned in the By-Laws
- Execute duties assigned by the President and/or Board of Directors
- Attend all Board of Directors and Executive Council meetings and make written reports
- Audit the NAFME National Assembly
- Appoint assistant Festival Chairs
- Prepare the written program for the In-Service Workshop
- Select presiders for the In-Service Workshop clinics and concerts
- Chair the In-Service Workshop Performing Group selection process

## **KMEA District Presidents**

- Execute duties assigned in the By-Laws
- Attend Board of Directors meetings and make District Reports
- Set agendas for District meetings
- Oversee implementation of District Mini-Conventions
- Facilitate auditions for District Honor Groups
- Facilitate District “Outstanding Teacher Award”
- Facilitate District officer elections
- Meet deadlines for *Kansas Music Review*
- Preside at In-Service Workshop as assigned
- Serve on KMEA committees as assigned

## **NAfME Collegiate President**

- Execute duties assigned in the By-Laws
- Attend Board of Directors meetings and make NAfME Collegiate Report
- Work closely with NAfME Collegiate advisors and former NAfME Collegiate President for smooth transition.
- Design agenda for and preside at KCOMTEP
- Set agenda for NAfME Collegiate Business meetings
- Organize NAfME Collegiate sessions for the In-Service Workshop
- Write article for the *Kansas Music Review*
- Meet deadlines for the *Kansas Music Review*
- With KMEA webmaster, maintain NAfME Collegiate portion of KMEA website

# **Kansas Music Educators Association Administrative Personnel (Paid Staff: Non-Voting Members)**

## **KMEA Executive Director**

- Execute duties assigned in the By-Laws
- Attend all Board of Directors and Executive Council meetings as an ex-officio member
- Execute duties assigned by President and/or Board of Directors
- Attend appropriate sessions at NAFME National Assembly and Southwest Division meetings
- Oversee the financial operations of the Kansas Music Educators Association using monitored accounting best practices.
- Prepare financial aspects of all grant applications. Prepare grant final reports.
- Oversee the personnel operations of the Kansas Music Educators Association
- Negotiate KMEA contracts
- Maintain KMEA records
- Handle all KMEA business logistics
- Prepare KMEA printed materials
- Coordinate ticket sales and receipt for the State Festival Group concerts
- Meet deadlines for the *Kansas Music Review*

## **KMEA Website and Technology Manager**

- Develop and maintain the KMEA website
- Develop and maintain a strategic plan for Internet presence, based on management priorities, policy directions, and goals
- Manage links and cross promotions with other sites, ensuring that links are current
- Provide leadership in the development of philosophy, policy, and procedure for the website
- Maintain a current inventory of all KMEA technology resources
- Provide on-site technology assistance at KMEA registration
- Develop and maintain website capabilities for on-line form submission, on-line surveys, and other web-based applications as requested by the Executive Council and/or the KMEA Board.
- Report to the Executive Director, President, and Board of Directors as needed or requested

## ***Kansas Music Review* Editor**

- Execute duties assigned in the By-Laws
- Meet *Kansas Music Review* publishing deadlines
- Conduct the business of publishing the *Kansas Music Review*
- Establish editorial philosophy for the *Kansas Music Review*
- Identify topics to be addressed in the *Kansas Music Review*
- Attend National Assembly/ NAFME meetings as requested or needed
- Monitor publications from other MEAs
- Attend Board of Directors meetings

## ***Kansas Music Review* Advertising Manager**

- Execute duties as assigned in the By-Laws
- Report to the State board annually
- Secure advertising for each of the *Kansas Music Review* issues
- Maintain financial records for advertising on a per issue basis
- Maintain a contact list of past, present, and potential advertisers
- Deliver advertising to the designer/publisher as per the published deadlines
- Mail billing statements for each issue and receive advertising payments
- Maintain contact with editor for inclusion of advertising in the KMR
- Attend Board of Directors meetings as requested

## **KMEA Recording Secretary**

- Execute duties as assigned in the By-Laws
- Attend all KMEA Board of Directors meetings
- Attend other KMEA functions at the request of the President, the Board or the Executive Director
- Take and transcribe the minutes of KMEA Board meetings
- Distribute KMEA Board meeting minutes to Executive Council for review within two weeks of the meeting
- Meet *Kansas Music Review* deadlines as assigned by the President, Board, or Executive Director

## **KMEA All-State Ensembles Manager**

- Execute duties assigned in the By-Laws
- Execute duties assigned by the Executive Director, President, and/or Board of Directors
- Oversee and coordinate the All-State Group Live Audition process
- Coordinate billings and mailings to the In-Service Workshop State Festival groups
- Coordinate logistics for the In-Service Workshop State Festival groups, including registration, rehearsals, and performances
- Submit All-State musician fee payments to the KMEA Executive Director within 30 days of receipt.

## **KMEA In-Service Workshop Exhibits Manager**

- Execute duties assigned by the Executive Director, President, and/or Board of Directors
- Recruit, contract with, and collect fees from exhibitors for the annual In-Service Workshop
- Submit exhibitor payments to the KMEA Executive Director within 30 days of receipt
- Coordinate affiliate organizations/businesses for the In-Service Workshop Exhibits
- Oversee the set-up and tear-down of Exhibit Hall. Preside at the In-Service Workshop “Visit the Exhibits”
- Conduct the Exhibitor Door Prize program
- Report to the KMEA Executive Board annually

## **KMEA In-Service Workshop Local Arrangements Coordinator**

- Determine facility and equipment needs for ISW with the President, the Executive Director, and the Festival Ensembles Manager
- Arrange for acquisition of equipment commonly needed at the In-Service Workshop
- Make arrangements for placement of equipment at the In-Service Workshop
- Coordinate arrangements with Century II, the hotels, the loaning institutions, rental businesses, and professional organizations (unions)
- Recommend for hire temporary In-Service Workshop help
- Attend meetings as requested by the President

## **KMEA In-Service Workshop Registration Manager**

- Execute duties assigned in the By-Laws
- Facilitate pre-registration for In-Service Workshop
- Prepare membership, participant, and guest registration materials
- Collect registration materials
- Organize schedules of workers if needed
- Oversee on-site registration and badge pick-up
- Coordinate work crews for crowd management at State Festival Group concerts

## **KMEA In-Service Workshop On-Site Registration Chair**

- Collect all materials necessary for membership, participant, and guest registration for the In-Service Workshop
- Perform duties assigned by the Registration Manager or Executive Director
- Be present or delegate someone to be present at the In-Service Workshop registration site at all times registration is to be open
- Serve as a reference for the schedule (location) of the President, President-Elect, Vice President, Executive Director, and Local Arrangements Coordinator during registration hours

KANSAS MUSIC EDUCATORS  
ASSOCIATION

**Policies**

Updated and Revised: February 2017

## Affiliate Organizations

Affiliate organizations to KMEA are the Kansas chapter of the American Choral Directors Association (KACDA), the Kansas chapter of the American String Teachers Association with the National School Orchestral Association (KASTA with NOSA), the Kansas Bandmasters Association (KBA), the Kansas Music Merchants Association (KMMA), the Kansas Music Teachers Association (KMTA), Kodaly Music Educators of Kansas (KMEK), Kansas Orff, and Kansas Conference of Music Teacher Education Professors (KCOMTEP). (6/6/09, updated 2/21/12)

KMEA affiliated organizations will provide committees to listen to In-Service Workshop Performance Groups audition recordings. (current practice)

KMEA affiliated organizations will make recommendations to KMEA for the KSHSAA Required Music List. (2/23/95)

## Awards

The KMEA Vice President serves as the chair for all KMEA Awards and KMEA Scholarships. The selection committee shall consist of the current KMEA President, Vice President, President-Elect, and Executive Director. (current practice)

## Hall of Fame

See **Application Forms** on Website, KMEA Hall of Fame

### **Guidelines**

KMEA has established the Hall of Fame to honor those career members of the music education community in Kansas who have made a significant contribution to the growth of music in our state. Any music educator affecting music education in an exceptional manner may be considered. The following list of recommended qualification is intended as a guide in determining individual merit and eligibility for the KMEA Hall of Fame.

1. A minimum of 30 years of service to music education (15 years in Kansas or has taught in Kansas and achieved national prominence through service outside of the state).
2. On-going membership in NAFME over the candidate's career.
3. Service to the profession in local, district, state, or national organizations.
4. Recognition by the profession in local, district, state, or national organizations.
5. A record of exemplary teaching.

### **Nominating Procedure**

The nominator/sponsor package is due to the KMEA Vice President by October 1<sup>st</sup>. The KMEA Vice President will select a committee to review the nominations. The HOF nomination committee will be made up of the following persons: the current KMEA President, current KMEA Vice President, current KMEA Executive Director, One KMEA Past-President and one KMEA Hall of Fame Member. A total of five members will review and vote on all nominations.

**Note:** Nomination materials submitted for persons not selected into the Hall of Fame will remain active for two additional years. After that time the nomination procedure must start from the beginning. The person(s) who nominated the candidate will be notified that their nominee was selected. They will then notify the candidate they nominated

## **In-Service Workshop**

An official induction ceremony will be held as part of the annual KMEA In-Service Workshop.

## Honor Administrator

See **Application Forms** on Website, KMEA Honor Administrator

### **Qualifications**

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

### **Nominating Procedure**

Any KMEA member or group of members may nominate an administrator for the Honor Administrator Award. Additional involvement by other persons in the nominee's school district is encouraged.

The nomination application should include: the completed nomination form, nominee's biographical information, nominee's professional experience (including years in present position), degrees earned, professional and civic organizations, and honors received description of the school system's music program such as resources, number of students and teachers, etc.; and a description of any unique features or characteristics of the arts/music program within the building, district, or community.

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

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

All nominations must include the name, address, and phone number of the individual KMEA member(s) submitting the application. Nominations must be postmarked on or before October 1.

### **Award**

Copies of all nominations received by the Vice President by nomination deadline will be forwarded to the Honor Administrator Award Committee. The selection committee shall consist of the current KMEA President, Past-President, and President-Elect. 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.



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

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

### **Guidelines**

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

1. Each district will receive nominations for District Outstanding Music Educators in three categories: Elementary, Middle/Junior High School, and High School.
2. Nomination submissions shall include the Nomination Form, a resume, a letter from the nominee stating his/her philosophy of music education, and a picture (preferably black and white) of the nominated teacher.
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. District officers will review the nominations and select one teacher in each category as District Outstanding Music Educator.
6. District Presidents are to have the recognition materials to the KMEA Vice President by October 1.

#### **STATE OUTSTANDING MUSIC EDUCATORS**

1. District officers will review the nominations and select one teacher as the District's candidate for the Kansas Outstanding Music Educator.
2. The KMEA Vice President will forward nominations to the KMEA President and President-Elect. These three officers shall serve as the selection committee for the Kansas Outstanding Music Educator.

### **Award**

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

## **NAfME Collegiate**

### **KCOMTEPS funding**

KMEA will not pay mileage to NAfME Collegiate chapters attending but develop a separate program for NAfME Collegiate. (6/4/98)

KMEA will continue to subsidize each student who attends. (6/2/99).

NAfME Collegiate will present a Chapter of the Year Award. The winning Kansas Chapter will receive a \$100.00 award and a plaque that is to travel between Chapters each year.

## **Financial**

### **Audit**

The KMEA books will be audited annually after July 31 by a CPA secured by the Executive Director. (current practice)

### **Elementary Chair travel expenses**

KMEA will fund the State Elementary Assistant Chair in an amount not to exceed \$700.00 per term for purposes of gathering information regarding clinicians and workshops the KMEA In-Service Workshop. (6/8/13)

### **District Elementary Mini-Conventions**

Requests for funds to subsidize District Elementary Workshops must be made by August 1. (5/18/96)

KMEA does not currently subsidize District Elementary Mini-Conventions. (current practice)

### **Hotels**

KMEA will pay hotel expenses for Executive Board only. KMEA will pay overnight expenses for the Executive Board meetings only when necessary. (current practice)

Funding will only be provided for Executive Officers, Presidents-Elects, Festival Chairs, and Administrative Personnel for the night's lodging prior to the In-Service Workshop. (6/5/97)

The lodging allowance for KMEA Board members in attendance at Board meetings shall be the double room convention rate for the headquarters hotel. (8/13/94)

### **Luncheons**

KMEA will subsidize the CNAfME luncheon at the In-Service Workshop. (current practice)

KMEA will provide a New Teacher luncheon at the KMEA In-Service Workshops. (8/14/04)

### **Mileage**

KMEA pays \$.40 per mile for approved trips. No travel expenses are paid for the February Board meeting. (6/12/04, current practice)

### **Reimbursements**

All reimbursements must be submitted on a KMEA Expense Voucher with appropriate documentation/receipts. (current practice)

KMEA will reimburse Board members up to \$30 per day (\$5 breakfast, \$10 lunch, \$15 dinner) for Board meetings with submission of receipts required. (8/13/94)

### **Small School Chair Travel Expenses**

KMEA will cover travel, lodging, and meal expenses for the Small School Chair to attend the NAFME Southwestern Division Symposium no to exceed \$500.00 (5/31/2003)

## **General Policy and Procedures**

All motions that come before the KMEA Board of Directors must be made in writing on the approved form. (8/21/93)

KMEA Numerical Designation of Districts is changed to geographical as follows: District I is now the Northeast District, District II is now the Southeast District, District III is now the North Central District, District IV is now the Northwest District, District V is now the Southwest District, and District VI is now the South Central District. (6/4/98)

Documents and archival material no longer needed by the Association for daily use will be shipped to the Historian to become part of the Association archive. (2/27/92)

### Publicity

All Wichita area television stations and the Wichita *Eagle* are informed of the In-Service Workshop and are invited to attend any portion they would like. (current practice)

### Standing Committees

KMEA will have standing committees at the pleasure of the Board. They may be called or dissolved at any time. (current practice)

### Whistle Blower and Conflict of Interest

KMEA has adopted a “Whistle Blower” and “Conflict of Interest” policy per requirements as a tax exempt organization (6/2/12).

## **Handbook**

The current KMEA Vice President will be responsible for providing the KMEA Board of Directors an updated e-copy of the Handbook at the odd year February Board meeting. (8/11/00, current practice)

## **In-Service Workshop**

### Clinics

Any KMEA member may propose an education session for the In-Service Workshop by submitting a clinic proposal form to the current President. Members may submit their request for a session they have developed or may suggest a clinician whom they have observed and deem appropriate for the workshop to submit a clinic request. (*Review Spring 2000*) [See also **Application Forms** on Website, In-Service Workshop Clinic Proposal.]

### Funding

Clinicians will not be paid an honorarium unless officially invited by KMEA. (current practice ISW 2000)

### Clinic Selection Committee

This committee will consist of the KMEA President (Chair), CNAfME President, KMEA Elementary Chair, and KMEA Advisory Board, Affiliate Presidents and other board members and KMEA Staff as needed (KSDE and KSHSAA consultants may be excused). This committee will solicit clinic proposals, prioritize clinic proposals, and tentatively schedule clinics to compliment the concert performance schedule. (8/12/2005)

## Coordination Committee

This committee consists of the KMEA President (Chair), KMEA President-Elect, KMEA Vice President, KMEA Executive Director, Exhibits Manager, Festival Group Manager, Logistics Manager, and Registration Manager. (5/31/03)

## Act-of-God

KMEA will not refund fees or registration paid to KMEA for participation in the annual In-Service Workshop due to non-attendance of an ISW registrant caused by an Act-of-God. An Act-of-God is deemed to include inclement weather, fire, emergency facility incapacity, or any other even resulting in limited or cancelled participation of the ISW by the attendee. Exceptions to this policy, although not normally granted, may be approved by a majority vote of the KMEA Executive Committee. (6/8/13)

## All-State Ensembles

No student home address lists will be sold or distributed by KMEA. (8/25/02)  
Membership in the All-State Choir will be by quota system from live auditions in each district. (current practice).

KMEA will establish live auditions for the All-State Band, All-State Orchestra, and All-State Jazz Band. (current practice). [See also, **Application Forms** on Website, Jazz Ensemble/Strings/Vocal/Wind and Percussion.]

District Ensemble Chairs are not, under any circumstances to release state ensemble information. Names, voice/instruments, and school will be posted on the KMEA website as soon as each state chair has verified the information. (8/11/00, update 8/25/02)

Members of the KMEA All-State Ensembles may perform with their school's ensemble if selected for a Workshop concert. These students will be excused one hour prior to their school's performance and must return to the rehearsal within thirty minutes of the completion of the performance. (performing groups guidelines 10/99) [See also **Application Forms** on Website, All-State Ensembles, Rules and Regulations.]

Festival Chairpersons should make initial contact with Clinicians/Conductors and the Executive Director will negotiate fees on an individual basis. (8/22/98)

Students cannot participate as members of the All-State Ensembles unless the schools they attend are members of the KSHSAA. (5/13/95)

For a student to participate in any KMEA All-State ensemble, the sponsoring teacher must be a member of KMEA. (7/25/15)

An audition for any choral ensemble shall not be based on gender. (6/6/15)

The All-State Festival Ensemble fee for members of the band, orchestra, and choir shall be \$50. The All-State Festival Ensemble fee for members of the jazz band shall be \$60. (6/4/16)

The salary for the All-State Band, Orchestra, Choir, and Jazz Band conductors shall be -\$600 per day (\$1800). (2/22/07)

The salary for the All-State Elementary Choir clinician and the Middle Level Clinic Choir clinician shall be \$600 for a one-day clinic plus performance. (6/6/15)

## **All-State Ensembles – Live Audition Procedure for Instrumental Ensembles** (2/21/02, updated by reorganization 5/31/03)

### Location

Auditions will be held at Salina Central High School.

### Date/Application Deadline

Audition applications must be postmarked by the third Thursday of November. Auditions will be held the first or second Saturday in January (2/22/07).

### Participation

Any grade 10-12 wind, percussion, or string student who has been selected for and has participated at the District level may audition for the All-State groups.

The district Chairpersons will be responsible for providing State Audition Applications to their district's band, orchestra, and jazz members. Local directors will send the State Audition Application and fees by the deadline (third Thursday in November), in order to enter students in the State audition.

Students who audition on more than one instrument (i.e., piccolo/flute, timpani/snare drum, alto sax/jazz alto sax) must send in a separate application form and fee for each audition. Students must be registered and supervised by staff members from their music departments while at the audition site.

### Administration of Auditions

Depending on the number of students auditioning for each section, the All-State Group Manager will determine if one or two audition rooms are needed for each instrument group. The All-State Group Manager has the responsibility and the right to make revisions in the audition rooms as needed.

Instruments using one room for auditions will be judged by three (3) judges and will play the entire audition for those judges. The three scores will be totaled, and then ranked for determining All-State Group participants. A rotating system of judges representing all six Districts will be used.

Instruments using two rooms for auditions will divide the audition. The student will perform part of the audition in first room for a panel of three judges and move to a second room to perform the remaining audition material for a second panel of three judges. The six scores will be totaled then ranked for determining the All-State Groups participants.

At least one adult monitor will work at each audition room to serve as judges' aide, liaison with students, and door monitor.

Students will be assigned an audition time(s) following registration.

Auditions will begin at 10:00 AM

Audition excerpts will be edited to fit into a five-minute or less audition time. Auditions will include scales, the etude material, and sight-reading. These edits will be posted in the warm-up area.

The All-State Group Manager will develop judge and door monitor guidelines. He/she will also develop judging score sheets for a consistent scoring system.

Judges will be screened from the auditioning students, and will not have access to student names or schools.

The tie-breaking criteria will be: 1) sight-reading score; 2) etude score; 3) scale score.

### Audition Results

The results will also be posted on the KMEA web site no later than one week following the auditions.

### Audition Fees

To help offset costs, there will be a \$10.00 fee per application. This fee is due with the Audition Application Form. The form is to be post-marked by the third Thursday of November. Late entries will be accepted up until 10:00 AM on the day of live auditions for a fee of \$100 per auditioning student. There will be no refund for un-played auditions.

### Weather

In case of inclement weather, the audition date will be moved to the second Saturday in January. (2/22/07)

If both the primary audition date and contingency dates for the All-State live auditions are cancelled, then auditions will be submitted by CD recording. The CD's must be postmarked by the Wednesday following the contingency audition date and sent by priority mail (8/7/10).

### Rules and Regulations (revised 8/24/02, 6/11/05, and 8/4/07)

KMEA President appoints All-State Chairpersons.

The KMEA Board can approve or disapprove the appointments

The All-State Chairpersons have the authority to:

1. Organize the All-State groups that will perform at the annual KMEA In-Service Workshop, which will include securing the services of clinicians each year.
2. Organize the audition selection committee to select the participants in All-State groups.
3. Determine the number of students who will be eligible to participate in the All-State groups each year. (Recommended guideline should be approximately a 100 piece band, 100 piece orchestra, 250 voice choir, and jazz determined by arrangement.)
4. Work coordinately with All-State group clinicians to select music for the KMEA In-Service Workshop.
5. Supply the needed information to secure all equipment pertaining to the performance of any given year, for example, stands, percussion equipment, etc.
6. Organize an audition committee for the purpose of final seating at the KMEA In-Service Workshop; and
7. Host and supervise All-State group rehearsals and performances at the KMEA In-Service Workshop.

**Each school** will be responsible for the supervision, conduct, and behavior of its students during the entire KMEA In-Service Workshop.

### KMEA Responsibilities

All instrumental woodwind, brass, strings, and percussion students who participated in the instrumental festival groups at the District Mini-Conventions are eligible to audition for any KMEA instrumental All-State groups. The student will participate in all rehearsals and the concert for the KMEA In-Service Workshop.

- **Exception:** Any student involved in individual school performances for the KMEA In-Service Workshop will be excused from rehearsal one hour prior to the school performance and return to rehearsal thirty minutes following the completion of the school performance.
- **Exception:** Any exception or any absence due to an emergency conflict that will affect the rehearsals or performance of the All-State groups at the KMEA In-Service Workshop must be approved by the KMEA All-State Chairperson.

### KMEA District Responsibilities

Each 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 and during the entire KMEA In-Service Workshop.
4. Will not allow students to audition, participate, or be selected to both the choir and instrumental groups and;
5. Will be responsible for providing to the teachers in the District information, rules, regulations, and guidelines concerning district and KMEA All-State groups.

### School Responsibilities

Each School:

1. Will be a member of the KSHSAA and be in good standing with the organization.
2. Will be eligible to enter students as determined in the rules and guidelines established by each KMEA District.
3. Will not allow students to audition for both KMEA All-State choir and KMEA All-State instrumental groups.
4. Will be responsible for the supervision, conduct, and behavior of its students during the entire KMEA In-Service Workshop.
5. All students auditioning for a KMEA instrumental All-State ensemble must have their director present at the auditions with them, allowing the director to be available to assist with the audition process, if needed. A \$100 fine will be assessed to the home school if the director fails to attend.

### Student Responsibilities

Each Student:

1. Will be in good standing according to the rules and guidelines for participation established by the KSHSAA and the resident school;
2. Must be a sophomore, junior, or senior in high school to be a member of a high school district or All-State ensemble.
3. Must be a 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> grader to be a member of the Middle-Level All-State Choir.
4. Vocalist must be enrolled in a choral performance area, if one exist in the school, at the time of auditions and the students must be enrolled in a choral performance area, if one exist in the school, at the time of the KMEA In-Service Workshop.
5. Instrumentalist must be enrolled in an instrumental performance area, if one exist in the school, at the time of auditions and the students must be enrolled in a instrumental performance area, if one exist in the school, at the time of the KMEA In-Service Workshop.
6. Will audition for the All-State groups according to the rules and guidelines established by the KMEA Board; and
7. Will participate in all rehearsals and the concert(s) for the District Mini-Convention.

- **Exception:** Any absence due to an emergency conflict that will affect the rehearsals or performance at the District Mini-Convention must be approved by the District Chairperson and District President. (Note: SAT and ACT Tests are not regarded as an emergency conflict; however, a student may be excused for the SAT English Competency Test upon prior notification of the District Chairperson and the District President.) (revised 8/16/91)

### Scholarships

KMEA will give three scholarships of \$500 each, one in Wind/Percussion, one in Strings, and one in Vocal, open to all seniors who are members of a KMEA State Wide Honor Group and plan to be a music education major at a four year college or university in Kansas. KMEA will offer one \$500 scholarship to a Kansas Tri-M senior who plans to be a music education major at a four year college or university in Kansas. KMEA will offer one Robert & Myrabel Hollowell Memorial Scholarship for \$500 to a junior currently majoring in music education at a Kansas four-year college or university. (8/24/02) KMEA will offer one Don & JoAnne Corbett Scholarship for \$500 to a senior music education major at a Kansas four-year college or university to assist with expenses during their student teaching semester. (7/25/15)[See also **Application Forms** on Website, KMEA State-Wide Honor Group Scholarship, Tri-M Scholarship, and Robert F. Hollowell Scholarship.] The KMEA Vice President serves as chair of all KMEA Scholarships.

### Three-year participation award

The KMEA Honor Medallion will be presented to students who perform with the All-State Groups for three consecutive years. (Participant flyer 1/00) [See also: **Application Forms** on Website, KMEA State All-State Ensemble Three-year Participant.]

### Friday Evening Concert

The public is welcome to attend the Friday night concert. (5/13/95)

The Friday night concert will consist of two (2) performing groups, and the kinds of groups on the concert will rotate among College/University: Band/Choir, Band/Orchestra, and Orchestra/Choir. (6/2/99)

### General Scheduling

In-Service Workshop scheduling of sessions will be changed to a block concept similar to NAFME to keep concerts and clinics from conflicting with each other. (6/4/98)

The In-Service Workshop will begin at 1:00 PM on Thursday and run through the conclusion of the All-State Honor Groups Concerts (approximately 5:00 PM) on the following Saturday. (current practice).

Tickets for the KMEA All-State Concerts are available online and at the door for \$7.00 (current practice). The All-State Concert will rotate with each group (1234A Band, 56A Band, Orchestra, Choir, but excluding Jazz Band) performing last once every four years (6/2/12).

KMEA will purchase insurance for the In-Service Workshop. (2/24/94)

KMEA will host a Past Presidents dinner to be held in odd-numbered years for past presidents and their spouses. (5/22/93)



KMEA will sponsor an event at the In-Service Workshop for the purpose of honoring the Outstanding Teacher, Honor Administrator, and Hall of Fame recipients. (current practice)

#### KMTA

KMEA will invite KMTA to have their convention at the same time and location as KMEA. (2/27/97)

#### Lodging

Funding will only be provided for Executive Officers, Honor Group Chairs, and Administrative Personnel for the night's lodging prior to the In-Service Workshop. (6/5/97)

#### Middle Level Clinic Choir

The KMEA In-Service Workshop Middle Level Choir will be an auditioned State Wide Festival Group with oversight being retained by KMEA beginning with the In-Service Workshop of 2006. (8/14/04)

##### **Middle Level Choir Participation Fee**

The All-State Middle-level Choir participation fee post mark deadline be moved to a date approximately four weeks after judging is completed to give school districts more time for processing payment. Deadlines may be adjusted as needed upon approval of the Middle-Level Choir Chair in collaboration with the All-State Manger. (6/7/14)

### **Performing Groups**

#### Advocacy/National Standards Requirement

Performing groups are required to address Music Advocacy and/or the National Music Education Standards at their performances. (mailing to groups 10/99)

#### Application Guidelines

Use only high quality CD recordings (no cassette, reel to reel or 8-track tapes.) current practice

Show Choir applications must submit a video tape (VHS) in lieu of audio recording

All recordings MUST have been recorded after September 1 of the current school year.

Recordings must include no more/no less than 3 selections offering as much variety as possible

The recording should be ONLY the group listed on the application form (1 app-1 group-1 recording). Recordings must not include talking of any kind other than narration included within a selection. No introductions!

Submit a printed program from which the recording was extracted. If the recording was made during a recording session, submit a signed letter on school stationary from a school administrator that verifies the recording date. (application form)

KMEA Listening Committee Categories (7/25/15)

<b>Band</b>		<b>Orchestra</b>	
MSB	Middle School/Jr. High Band	MSO	Middle School Orchestra
SHSB	Small (1-2A) High School Band	SHSO	Small (1-2A) High School Orchestra
MHSB	Medium (3-4A) High School Band	MHSO	Medium (3-4A) High School Orchestra
LHSB	Large (5-6A) High School Band	LHSO	Large (5-6A) High School Orchestra
CCB	Community College Band	CCO	Community College Orchestra
PCB	Private College Band	PCO	Private College Orchestra
SUB	Small University Band	SUO	Small University Orchestra
LUB	Large University Band	LUO	Large University Orchestra
CPB	Community/Professional Band	CFO	Community/Professional Orchestra
<b>Choir</b>		<b>Elementary</b>	
MSC	Middle School/Jr. High Choir	EC	Elementary School Choir
SHSC	Small (1-2A) High School Choir	EGM	Elementary General Music Class
MHSC	Medium (3-4A) High School Choir	ECC	Elementary Community Choir
LHSC	Large (5-6A) High School Choir		
CCC	Community College Choir		
PCC	Private College Choir		
SUC	Small University Choir		
LUC	Large University Choir		
CPC	Community/Professional Choir		
SHC	Show Choir		
<b>Jazz</b>		<b>Chamber Ensembles</b>	
MSJ	Middle School Jazz Band/Combo	MSCE	Middle School Chamber Ensemble
SHSJ	Small (1-2A) High School Jazz Band/Combo	HSCE	High School Chamber Ensemble
MHSJ	Medium (3-4A) High School Jazz Band/Combo	CCCE	Community College Chamber Ensemble
LHSJ	Large (5-6A) High School Jazz Band/Combo	PCCE	Private College Chamber Ensemble
CCJ	Community College Jazz Band/Combo	SUCE	Small University Chamber Ensemble
PCJ	Private College Jazz Band/Combo	LUCE	Large University Chamber Ensemble
SUJ	Small University Jazz Band/Combo	CPCE	Community/Professional Chamber Ensemble
LUJ	Large University Jazz Band/Combo		
JCH	Jazz Choir		

<b>Large State University</b>	<b>Small State University</b>	<b>Private College/University</b>
Kansas State University	Emporia State University	Benedictine College
The University of Kansas	Fort Hays State University	Bethany College
Wichita State University	Pittsburg State University	Bethel College
	Washburn University (Municipal University)	Friends University
		Hesston College
		Manhattan Christian Collage
		McPherson College
		Newman University
		Kansas Wesleyan University
		Southwestern College
		Sterling College
		Tabor College

## General

The performing groups invited to perform at the In-Service Workshop will reflect a balance between public school groups, select groups, and honor groups. (6/4/98)

KMEA will accommodate Honor Groups selected by the Affiliate Organizations at their request. (current practice)

Groups invited to perform at the In-Service Workshop will be allotted time to rehearse in the venue where they will perform. (2/22/96)

The deadline for submitting In-Service Workshop performance application recordings and composition competition applications will be two Fridays prior to Memorial Day. (6/2/12)

## Restrictions

All State Chairs and the current KMEA President are restricted from having performing groups invited to perform at the In-Service Workshop during the time they are in office. (5/22/93)

University or College representatives are not allowed to speak on behalf of recruitment for their institutions during any In-Service Workshop concert. (6/2/98)

Directors and assistant directors must be KMEA members. All faculty members performing in chamber ensembles must be KMEA members. (guidelines 10/99)

KMEA adheres to a strict "No Encore" policy. (repertoire request ISW 2000)

No member or conductor of an ensemble may use photocopied music without written permission from the publisher. (repertoire request ISW 2000)

Once a director has declared an ensemble's status on the application to perform, this status may not be changed. In an emergency, when an ensemble must replace a school performer with a performer not enrolled at the school, the director may apply for an exception to remain as a school group. The director must submit the reason for the exception in writing to the KMEA President-Elect as soon as the emergency arises. The request must be approved by at least two of the following: KMEA President, President-Elect, and Past-President. (2/26/98)

No group may appear two years in a row. (application form)

## Selection Process

KMEA will pay mileage judges to listen to the audition tapes for the In-Service Workshop. For judges from out of state, KMEA will pay mileage beginning at the state line and the affiliate groups will pay for any additional expenses incurred. (5/18/96)

Tapes are ranked in categories by a blind audition process. The affiliate groups supply listening committees. Invitations to perform are issued by the President based on space, time, variety of programming, and quality of groups. Quality of groups shall dictate a representative selection of performers from various size genres (current practice). KMEA limits the number of entries to two ensembles per KMEA member for submission and selection for performing ensembles at the In-Service Workshop (2/24/11).

### Time Allotments

Elementary: 20minute  
Middle School: 25 minutes  
High School: 30 minutes  
All others: 35 minutes (8/13/94)

### Time Violation

Directors of Ensembles which exceed the time allotment will not be permitted to perform at KMEA for the following three years. Time keeping will begin with the first note of the performance and will end with the last note of the performance. Note: Presentation of participation certificate will take place AFTER the performance is completed and therefore will not be included in the timing of the group's performance. (revised 8/11/2005)

### Status

School: A K-12, college, or university ensemble in which ALL of the ensemble performers are enrolled as students at the sponsoring school at the time of the KMEA performance.

Community/Professional: An ensemble in which one or more of the ensemble performers is not enrolled as a student at a sponsoring school at the time of the KMEA performance. (application form)

### Program/Brochure

No titles will be used in the printing of the In-Service Workshop program for either the *Kansas Music Review* convention issue or the In-Service Workshop brochure. (current practice)

### Registration

#### **KMEA & KMTA Members**

Active Member (pre-registered by mail): \$75.00 (updated 6/4/16)

Active Member (pre-registered on line/pay by cc): \$78.00

Active Member (on-site): \$85.00

Active Member (onsite/pay by cc): \$88.00

Active Member's Spouse: \$10.00

**Retired Member and Spouse: FREE (8/3/2013)**

**Badges** will be mailed to those that pre-register. (5/14/94)

#### **ISW Exhibitor Badges**

Exhibitors at the In-Service Workshop may not request badges for people who are full time music educators in p-12 schools or college/ universities. Part-time school employees and full-time employees outside of music may use exhibitors' badges (e.g. adjunct faculty, admissions staff, clerical staff, professors from departments other than music etc.) (6/7/14)

## **Kansas Music Review**

*Kansas Music Review* produces a dynamically updated online journal.

- Sponsorships are sold on a yearly (\$400) and Monthly (\$50) basis.
- Sponsors may post one advertisement on a revolving basis along with a logo placed at the bottom of every page. Further, sponsors may post up to two articles related to their organization.
- Content may be changed at any time.
- All copy is subject to approval of the editor.
- Content includes KMEA related posts written by board and advisory members, articles & videos submitted to the KMR, and reprinted material from other state MEA journals.

## **KSHSAA**

No official recommendation will be made to the KSHSAA without a motion from the KMEA Board. (current practice)

The In-Service Workshop has KSHSAA approval to begin All-State Honor Group rehearsals at 1:00 on the Thursday of the KMEA In-Service Workshop. (KSHSAA meeting 4/99)

## **Membership**

Each district will have a District Membership Chair. A State Membership Chair will serve on the KMEA Advisory Board. (8/21/99)

Lists of teachers that do not renew will be given to the District Presidents. (8/12/95)

A membership form should be included in district mailings. (8/12/95)

## **Staff Evaluation**

KMEA Staff is reviewed annually in June by the KMEA Executive Council. See KMEA Staff Review forms.

## **Strategic Plan**

KMEA will accept the Strategic Plan as printed and defined. The President-Elect will assume the responsibility of re-evaluating and updating during the 2<sup>nd</sup> year of the office for presentation at the following June Board meeting. (8/21/99)

The Strategic Plan Revision Committee will be comprised of the President-Elect (chair), the six District Presidents, the CNAfME President, and the KMEA President (ex-officio). (8/11/00)

### **Preamble and Mission Statement**

The KMEA Preamble and Mission Statement will be printed in a prominent position in every issue of the *Kansas Music Review*. (8/21/99)

The KMEA Board will accept and embrace the Preamble and Mission Statement as presented. (8/21/99)

## **Tri-M Music Honor Society**

### **Chapter of the Year Award**

KMEA will establish a monetary award for a Tri-M chapter of the year (\$125 for 1<sup>st</sup> place and \$75 for second place.) KMEA will establish a "traveling" trophy for the 1<sup>st</sup> place recipient. (6/4/98)

## Scholarship

KMEA will give one scholarship of \$500 to an outstanding Tri-M senior member who plans to major in music education at a four-year college or university in Kansas. (8/24/2002)

## Website

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

A Website maintenance engineer will be hired with a salary commensurate with other paid KMEA staff. (8/25/02)

## Inclusions

Materials and forms deemed necessary and appropriate by the KMEA Executive Committee and/or Executive Board. (2/2/04)

## Restrictions

- A. Online advertisements.
- B. Links to commercial sites, stores, or companies.
- C. Links to colleges or universities, or related sites (music camps, etc.). (6/1/00)

## Website Policy

LAST REVISED: (6/4/16)

### Purpose

The Kansas Music Educators Association owns and operates this website as an information service to its members and the general public. Materials posted on the website shall be intended for the use of KMEA members, affiliate organizations, and members' schools, administration, and students.

### Compatibility and Service

Cross-browser compatibility testing will be performed on Mozilla Firefox, Microsoft Internet Explorer, and Google Chrome. KMEA does not warrant that its website will be uninterrupted or error free; KMEA provides this website without warranty of any kind. KMEA disclaims all warranties, expressed or implied, including, but not limited to, the implied warranty of merchantability and fitness for a particular purpose. In no event will KMEA be liable for any direct, indirect, incidental, special or consequential damages including, but not limited to, loss of profit, loss of data, loss of business or any other loss.

### Mobile Devices

The KMEA website, ISW website, and KMEA Members website are built on responsive layouts which should render well on all device types (desktop, notebook, tablet, smartphone). Registration web forms located in the KMEA Systems site are not necessarily supported on mobile devices due to the variety of layouts in those forms. (6/4/16)

### Software

The Webmaster will hold and maintain all KMEA-owned software licenses, service accounts, and media which will be registered and licensed in the name of the Association.

## Privacy

KMEA leaders will have appropriate contact information posted. KMEA intends to respect and protect the privacy of members and students while allowing members to freely share information. Student privacy will be protected; the only information permitted online will be their full name and the school they attend. Only students involved in KMEA-affiliated programs will be listed. If KMEA is contacted by a parent or guardian, their student's name will be removed from the website.

## Visitor Tracking

Cookies and Server Sessions are used in various locations of the KMEA website to improve the user's experience and assist with data management. This usage data is not shared with 3rd parties. Visitor activity is also recorded by Google Analytics, a website statistics service.

## Districts

District websites shall comply with the KMEA Website Policy.

## Copyright

Written permission is required from the owner of copyrighted material (including graphics, video, audio, and text) before posting to the KMEA website.

## Links

KMEA does not necessarily endorse websites that link to KMEA. KMEA will not be held liable for the content of any site from which its site is linked. KMEA is not responsible for any links on any website which is linked from KMEA. The following criteria must be met in order for a website to be linked from KMEA.

- A. It must NOT include offensive, obscene and/or libelous material or any other material that may lead to civil or criminal liability.
- B. It must not be a personal website. KMEA will not link directly to any personal web pages maintained by individuals.
- C. It does not impair the value or goodwill associated with KMEA's image or reputation, and in particular does not use KMEA's logo in any way that might be misleading or seek to promote any goods or services not endorsed by KMEA.
- D. It does not state or imply in any way that KMEA has endorsed you or your products, services, or website.
- E. It must link directly to the relevant page as posted by KMEA without the imposition of any frames, browser windows, pop-ups, or third-party content.

Link requests will be reviewed by the KMEA Webmaster on a case-by-case basis for approval by the Board. KMEA will not, on the main website and its versions, include the following:

- A. online advertisements
- B. links to commercial sites, stores or companies
- C. links to colleges or universities, or related sites (music camps, etc).

Exceptions: Links and/or listings will be provided for *KMR* advertisers, ISW program advertisers, ISW Exhibitors, and any other entities engaging in activities where advertising is offered by KMEA.

### KMEA Trademark and Logo

The names, trademarks, service marks, and logos of KMEA appearing on this site and other authorized locations may not be used in any advertising or publicity, or otherwise, to indicate KMEA's sponsorship of or affiliation with any product or service, without KMEA's prior express written permission. (2/21/2013)

### KMEA Logo Merchandise

KMEA sells KMEA Logo Merchandise on the website Café Press. (8/3/14)

### **Website Policy Review**

Changes to these policies and procedures can be made as necessary in accordance with KMEA By-Laws. Policies and procedures will be reviewed regularly by the KMEA Webmaster, and proposed changes will be presented for approval to the KMEA Board.