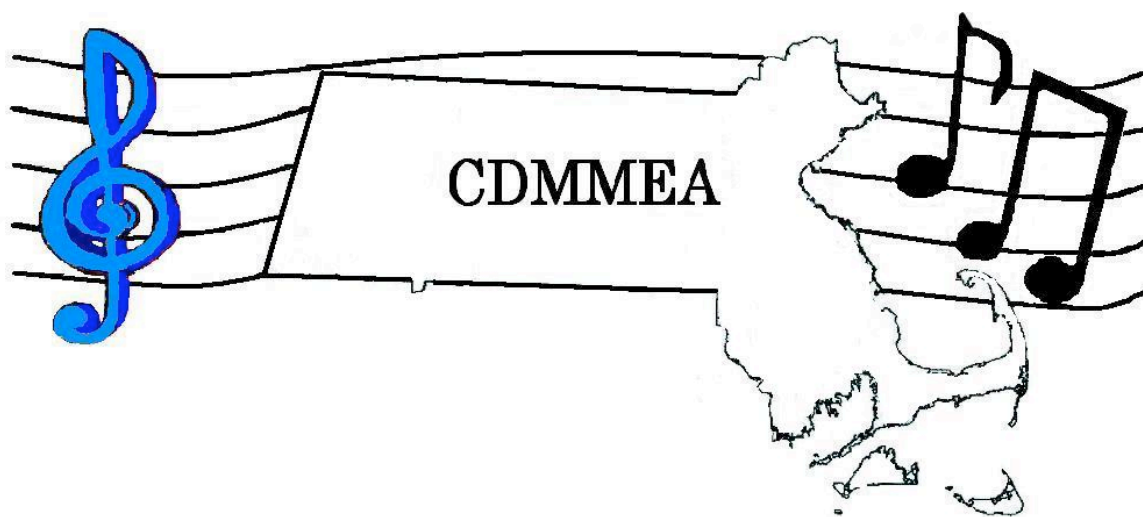


# Massachusetts Music Educators Association

## CENTRAL DISTRICT



# BYLAWS

Updated June 2008

## **Section 1: Duties of Officers**

### A. District Chair

1. The District Chair shall preside at all meetings of the CDMMEA. He shall be, ex—officio, a member of all committees. He shall be responsible for the general administration of the affairs of the association.
2. The District Chair shall represent the Central District at the MMEA Board meeting and submit at each MMEA meeting written reports of District activities.
3. In the event of the incapacity or absence of the District Chair, priority of assuming the duties shall be as follows: Chair Elect, Past-Chair, Recording Secretary.
4. The district Chair shall appoint non-elective committee chairman with the approval of the Executive Board.
5. The District Chair shall be in attendance at annual MMEA Conference. Expenses shall paid by the Central District treasury in an amount not to exceed that stated in approved annual budget.
6. The District Chair shall supervise and coordinate the activities of all other Central District officers.
7. The District Chair shall prepare a calendar of District Events for the following year and submit it for the Executive Board approval by March 15th. The approved calendar is to be released to the membership on or before the Spring business meeting.
8. The District Chair will submit a District news bulletin to the editor of the Massachusetts Music News in time for each publication.
9. The District Chair shall be responsible for the organization of the Fall and Spring business meetings.
10. The District Chair shall coordinate the compilation of the Annual Budget in conjunction with the Executive Secretary/Treasurer.
11. The District Chair shall appoint members of the Nominating Committee on or before the Fall Dinner Meeting.
12. The District Chair shall initiate a review of the Handbook, Bylaws, and Constitution at least once a year.
13. The District Chair shall make arrangements for approved, scheduled official dinners.

B. Chair-Elect

1. The Chair-Elect shall assume the duties of the District Chair if he is incapacitated or removed from office.
2. The Chair-Elect shall be responsible for the programming of the fall and spring business meetings.
3. The Chair-Elect, in conjunction with the Secretary, shall initiate an annual program of membership review and recruitment.

C. Past-Chair

1. The Past-Chair shall act as Chair of the Scholarship Committee.
2. The Past-Chair shall serve as an advisor to the District Chair.

D. Recording Secretary — the Recording Secretary shall:

1. Keep records of meetings and correspondence of the District and its Executive Board.
2. Notify all members of meetings and activities of the association. The notification of the same to be received a minimum of one month before general meetings and one (1) week before the Executive Board meetings.
3. Send minutes of all meetings to each member of the executive board, the executive secretary treasurer, as well as any committee chairs whose committees may be affected by those minutes. All minutes should be completed and sent no more than 15 days after the meeting being reported.

F. High School Representative. The High School Representative shall:

1. Be a member ex-officio of all committees involved with Central District High School activities and oversee the work of the Chairmen of those committees.
2. Recommend non-elective committee Chairmen and members to the Executive Board.
3. Be a liaison between the District and School oriented musical organizations (affiliated with MMEA or not) such as The IAJE, ACDA, MICCA, etc.
4. Actively investigate and promote professional programs for presentation at District meetings and festival rehearsals in conjunction with various MMEA committees.

5. Plan and carry out continuing evaluation of all District High School activities; make recommendations to the Executive Board based upon the findings.

6. Be a member of the Scholarship Committee.

G. Junior High/Middle School Representative - This representative shall:

With the exception of the Scholarship Committee, have all the same responsibilities as the High Representative, appropriate to level.

H. Elementary Representative - This representative shall:

1. With the exception of the Scholarship Committee and Recording Committee, have all the same responsibilities as the High School Representative appropriate to the different level.

2. The Elementary Representative shall chair the Adjudication Festival Committee.

I. Nominating Committee Chair

The Nominating Committee Chair will call the Nominating Committee to order in accordance with the Constitution, Article V, Section IB.

J. Public Relations Director

It shall be the responsibility of the Public Relations Director to:

1. Promote and publicize goals, programs, and activities of the Central District through all available and attainable media, to other educators, and the public at large.

2. Serve as a resource person for all members in the public relations aspect of their positions.

K. Executive Secretary/Treasurer — The Executive Secretary/Treasurer shall:

1. Be the custodian of the funds of the Central District.

2. Present at each Fall and Spring business meetings (and on such other occasions as requested by the Executive Board) an account of all monies received and disbursed.

3. Deposit the funds of the Central District in a depository approved by the Central District.

4. Make disbursements only as approved by the District Chair.
  5. Receive all Central District income, that is, fees, ticket sales, donations, and MMEA reimbursements.
  6. Be required to give bond performance of his duties and with such sureties as Board may determine. The premiums of the bond will be paid by the Central District.
  7. Be familiar with and current Bylaws and Policies regarding financial procedures employed by the Central District.
  8. The Treasurer shall arrange for an annual audit of the District financial records by the CPA, and he shall furnish the audit to the Executive Board. Maintain an up-to-date mailing list of the District; provide the Executive Board with copies of same. Work with the Chairman—Elect on a program of membership review and recruitment, and provide the Chair of the Nominating Committee with a current membership list upon request.
  9. Submit monthly reports and financial statements to the MMEA Executive director and or MMEA treasurer as requested.
- K. Auditions Coordinator – The Auditions Coordinator shall:
1. Coordinate CD Auditions (Senior & Junior Festivals)
  2. Registration information
    - a. Set Audition deadlines (Sr & Jr)
    - b. Collect Audition Information/Registrations
      1. Collect Individual School Registration Information & Payments
      2. Create an Audition Data Base
        - a. Student Information
        - b. School Information
      3. Answer Basic Audition Questions
        - a. Host School
        - b. Managers
        - c. Public
      4. Create an Audition Schedule
      5. Mail Audition Information & Schedules
  3. Contract Judges
    - a. Maintain a judge database
    - b. Hire judges for senior auditions no later than the Spring Dinner meeting.
    - c. Hire judges for Junior auditions no later than the Fall Dinner meeting.
    - d. Evaluate the judges

4. Oversee Audition Day
  - a. Overall Audition process
  - b. Registration Desk
  - c. Organize Tabulators
  - d. Oversee Audition Computers & Data Base
  - e. Create Digital Audition files
  - f. Update Audition forms
  - g. Organize Audition results mailings
  
5. Report Audition Results
  - a. Organize, Print & Mail Town Reports
  - b. Results to CDMMEA Board (Web Site)
  - c. Organize All State Reports
  - d. Audition Results Summary

## **Section 2: Finances**

- A. A budget for the ensuing fiscal year shall be prepared by each officer for his area of responsibility and submitted to the Central District Chair and Executive Secretary treasurer at least thirty (30) days before the Spring Business meeting. The Executive Secretary Treasurer will compile the total budget for Executive Board action.

The budget will include:

1. All operating expenses and planned District projects. (Festivals, meetings, workshops, etc.)
2. Travel expense estimates for persons attending Executive Board meetings on official business.
3. Annual State Conference reimbursement limit for the District chair.
4. Clerical and Bonding expense estimates.
5. Recommended subsidy for the annual Executive Board dinner meeting.
6. Annual MENC dues for the Executive Board members.
7. A breakdown by category of projected expenses and revenues utilizing the organizational categories supplied by MMEA.

B. Expenditures

1. Proposed expenditures beyond the approved budget of each officer must be approved by the Executive Board before the obligation is assumed.
2. Authorized expenditures shall be submitted for payment as follows:
  - (a) Use approved voucher with bills and receipts attached and appropriate budget code numbers.
  - (b) Send voucher with attachments to Treasurer via District Chair or appropriate Concert Chair.
3. Payment shall be made by check by the Executive Secretary/Treasurer, only with the approval of the District Chair or appropriate Concert Chair.
4. District Chair may sign checks only in case of an emergency.

C. Income shall be derived from Festivals and receipts from other sources

D. The Executive Secretary/Treasurer will distribute copies of an annual financial statement showing the outcome of the current budget at the Spring business meeting.

E. All financial records shall be audited annually at the end of the fiscal year. The auditor's report shall be presented at the Fall business meeting.

### **Section 3: Committees**

- A. Executive Board. To consist of the Elected Officers.  
Duties to include:
1. Preparation of the annual budget in accordance with Bylaws, section 2.
  2. Approval of the Annual Calendar.
  3. Approval of sights for major District events.
  4. Hear and approve reports of officers; act upon recommendations of various committees.
- B. Appointed Committees. Appointed by the District Chair, subject to the approval of the Executive Board..
1. Nominating Committee. See Constitution Article V, Section 2A.
  2. Constitution, Bylaws, and Handbook Committee consists of at least three persons. This committee should review the constitution, Bylaws, and Handbook and make recommendations to the Executive Board.
  3. Adjudication Festival Committee. To consist of a Chair and three (3) members working in conjunction with the applicable Representative.
  4. The Concert Committee shall consist of a Concert Chair, the Performance group managers and their respective assistants and the appropriate Representative
  5. The Scholarship Committee to consist of three members including the Past-Chair as chair of the committee.
  6. Other committees as recommended by the District Chair and approval of the Executive Board.

### **Section 4: Amendments**

These Bylaws may be amended in accordance with the Constitution Article IX, Section 2.

Policies and procedures stated in this handbook have been approved by the District Executive Board and may be amended or deleted by the board at any regularly called meeting my majority vote of it's quorum