



Organizing and Governing the Association

CONSTITUTION OF THE WYOMING MUSIC EDUCATORS ASSOCIATION (7th revision – 1/17/2012)

ARTICLE I: NAME

- 1.0 The name of the Organization shall be the WYOMING MUSIC EDUCATORS ASSOCIATION. The organization's registered office is 443 Stetson Court, Laramie, WY 82070.

ARTICLE II: PURPOSE

- 1.0 It shall be the purpose of this organization to promote music education in Wyoming schools as an integral part of the general and special education of children and youth, and to continually strive to raise the music standards in every Wyoming community.
- 1.0 This association is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.
- 2.0 The Wyoming Music Educators Association (WMEA) shall serve as the official state affiliate of the National Association for Music Education (NAfME).

ARTICLE III: LIMITATIONS

- 1.0 No part of the net earnings of the association shall inure to any member of the association, except as reasonable compensation for services actually rendered to the association, or allowed by the association as deemed reasonable for authorized expenditures incurred on behalf of the association in accordance with the Bylaws.
- 3.0 The association shall not carry on any activities not permitted by organizations exempt from federal income tax under 501(c)(3) of the Internal Revenue Code.

- 4.0 The association shall not lend any of its assets to any officer or director of the association, or guarantee to any person the payment of a loan by an officer or director of this organization.

ARTICLE IV: MEMBERSHIP

- 1.0 The association shall have a voting membership. Any supervisor, teacher or director of any general music class, band, orchestra, or vocal group connected with any public or private school/studio, industrial school, university, college, or conservatory shall be eligible for membership in this organization, whether active or retired.
- 1.1 Any person with an interest in Music Education shall be eligible for a non-voting associate membership.

ARTICLE V: DIRECTORS

- 1.0 There shall be an Executive Board consisting of State Elected Officers, the President from each District, Appointed Officers and an Executive Director.
- 1.1 The association's state elected officers shall be: President, President Elect, Past President, Secretary, Band Vice President, Choir Vice President, Orchestra Vice President, Elementary Vice President, Secondary Vice President and In-Ovations Vice President.
- 1.2 The association's appointed officers shall be: WMEA *Windsong* Editor, Chairs of Advocacy, Collegiate Membership, Marching Band, Membership, Music in Our Schools Month (MIOSM), Music Industry, Research, Retired Membership, Society for Music Teacher Education, Technology and Wyoming Jazz Educators.
- 1.3 The association's designated operations officer shall be the appointed position of Executive Director.
- 2.0 Each District shall elect a President for a two-year term of office and other officers deemed necessary to conduct district business.
- 2.1 The Districts having representation on the Executive Board are: Northeast District North Platte District, Southeast District, Southwest District, North Big Horn Basin District, South Big Horn Basin District.
- 3.0 The WMEA President shall not vote except to break a tie.
- 4.0 The Executive Board and the Appointed Officers shall each have one vote.

- 5.0 The Executive Director shall serve in a non-voting capacity.
- 6.0 All vacancies and other appointments shall be filled by the President, subject to the approval of the Executive Committee, with the exception of the Executive Director.
- 7.0 Officers and Board members shall serve for two years from the May Board Meeting of the year they are elected or appointed, with the exception of the Executive Director.
- 7.1 Officers shall be elected in the following order: Even numbered years: President Elect, Secondary Vice President, Band Vice President, In-Ovations Vice President. Odd numbered years: Secretary, Choir Vice President, Orchestra Vice President, Elementary Vice President.
- 7.2 The Executive Director shall be appointed by the Executive Committee, through application and interview, to serve an ongoing term contingent upon an annual review and evaluation.
- 8.0 Any position on the Executive Board shall be declared vacant when the member leaves the state.

ARTICLE VI: DEBT OBLIGATION

- 1.0 No member, officer, or director of this association shall be personally liable for the debts or obligations of this association, nor shall any property of the members, officers or directors be subject to the payment of the debts or obligations of this association.

ARTICLE VII: MEETINGS

- 1.0 The Executive Board shall hold at least three regular meetings each year at the call of the President. There shall be at least one General Assembly business meeting each year, normally during the WMEA State In-Service Conference.
- 2.0 The management and affairs of the organization shall be at all times under the direction of the Executive Board, whose operations of governing shall be defined by the association's constitution and bylaws.

ARTICLE VIII: DUES

- 1.0 Annual dues shall be paid by each member of the association. Only members who are in good standing with WMEA shall be permitted to vote on association matters or to hold office in the organization.

- 2.0 The amount of state dues may be changed by a majority vote at any open meeting of the General Assembly or by ballot if deemed necessary by the Executive Board. An apportioned amount of each member's dues shall be retained by the office of NAFME (National Association for Music Education) making each an active member of the Northwest Division of NAFME as well as an active member of NAFME itself.
- 3.0 Associate membership dues shall be the same as state membership dues. Music dealers who advertise in the *Windsong* automatically become Associate members. This is a non-voting membership, which entitles said members to receive all publications of the organization.

ARTICLE IX: AMENDMENT PROCEDURES

- 1.0 No item of the Constitution may be changed except at a regular open meeting of the Association or by ballot of the membership if considered necessary by the Executive Board.
- 2.0 Amendments to the Constitution shall be brought before the WMEA General Assembly after presentation in open meeting of the WMEA Executive Board at three separate meetings. The President or Secretary shall announce at each reading whether it is the first, second, or third reading.
- 3.0 A majority of the ballots cast is required to amend the Constitution.

ARTICLE X: VOTING PROCEDURES

- 1.0 The Past President shall put forward officer nominations for voting consideration of the membership. At the State Conference General Assembly meeting, the Past President shall present two candidates, whenever possible, for each state office, except the office of President. Nominations may also be taken from the floor at the General Assembly.
- 2.0 A ballot of all members in good standing shall be conducted by the Executive Director, or by a representative appointed by the President, by March 1st. The newly elected officers shall take office at the May Executive Board meeting of that year.
- 3.0 Any state officer, with the exception of President and President Elect, may be reelected by submitting his or her name to the Past President and by receiving a majority of the ballots cast.

ARTICLE XI: PUBLICATIONS

- 1.0 The official publication of the Wyoming Music Educators Association shall be the WMEA journal, the *Windsong*.
- 2.0 The official website of the Wyoming Music Educators Association shall be the www.wyomea.org.

ARTICLE XII: DISSOLUTION

- 1.0 Upon dissolution of the Wyoming Music Educators Association, all remaining assets shall be distributed to the WMEA Music Scholarship Fund to be administered by the Trustee Department of the bank holding this scholarship fund.

WYOMING MUSIC EDUCATORS ASSOCIATION
BYLAWS TO THE CONSTITUTION
(11th revision – 5/6/2017)

SECTION 1 – MEETINGS

- 1.0 Regular meetings of the Executive Board of WMEA shall be called by order of the President, a minimum of three times per year.
 - 1.1 September Board meeting, the second Saturday in September.
 - 1.2 State Conference Board Meeting.
 - 1.3 May Board Meeting, the second Saturday in May.
- 2.0 At least one General Assembly meeting of the membership shall take place during the annual State Conference.
- 3.0 Additional Executive Board meetings and committee meetings may be called at the discretion of the President.
- 4.0 For the purpose of records, the secretary or a representative appointed by the President, is an ex officio member of all standing and ad hoc committees.
- 5.0 All District Presidents shall hold two meetings each year.

SECTION 2 – OVERVIEW OF EXECUTIVE BOARD

- 1.0 The EXECUTIVE BOARD is made up of Executive Officers, Appointed Officers and an Executive Director.
- 2.0 The Executive Officers are elected by the general membership for two-year terms.
 - 2.1 PRESIDENT – Oversees all activities of the association.
 - 2.2 PRESIDENT ELECT – Assistant to the President.
 - 2.3 PAST PRESIDENT – Advisory to the President.
 - 2.4 SECRETARY – Records, prepares and archives all meetings.
 - 2.5 BAND, CHOIR, AND ORCHESTRA VICE-PRESIDENTS – Select, manage and coordinate all things having to do with the All-State performing groups.
 - 2.6 ELEMENTARY AND SECONDARY VICE PRESIDENTS – Select, plan and schedule clinic sessions and clinics for the All-State Conference.
 - 2.7 IN-OVATIONS VICE-PRESIDENT – Represents the interests of innovative ensembles and teaching approaches.
 - 2.8 DISTRICT PRESIDENTS – Coordinate and oversee all District level music events.

- 3.0 The WMEA Executive Committee selects the Executive Director for appointment to the Board.
- 3.1 EXECUTIVE DIRECTOR
- 3.1.1 Oversees the budget, income, and expenses and invested funds.
- 3.1.2 Oversees policies and procedures, contracts, forms, and the website.
- 3.1.3 Serves as the Executive Officer for the association.
- 3.2 Following the internal audit, the Executive Committee shall conduct an annual evaluation and review of the Executive Director.
- 3.3 Based on material presented by the Executive Committee, the Executive Board shall take a vote of retention or removal at the September board meeting.
- 3.4 The Executive Director's term shall be concluded by voluntary resignation or by recommendation of the Executive Committee.
- 4.0 The WMEA President selects the Appointed Officers for two-year terms.
- 4.1 ADVOCACY CHAIR – information and liaison with NAFME.
- 4.2 COLLEGIATE MEMBERSHIP CHAIR – promotes college student involvement.
- 4.3 MARCHING BAND CHAIR – all aspects of the event.
- 4.4 MIOSM CHAIR – all aspects of the event.
- 4.5 MEMBERSHIP CHAIR – all aspects of regular membership.
- 4.6 MUSIC INDUSTRY CHAIR – liaison with retail industry in Wyoming.
- 4.7 RESEARCH CHAIR – shares innovations and developments in research.
- 4.8 RETIRED MEMBER CHAIR – 25-year and retirement acknowledgments.
- 4.9 WYOMING JAZZ EDUCATORS CHAIR – liaison to the board.
- 4.10 SOCIETY FOR MUSIC TEACHER EDUCATION CHAIR – liaison between WMEA and UW.
- 4.11 TECHNOLOGY CHAIR – shares innovations and developments in technology.
- 4.12 *WINDSONG* EDITOR
- 5.0 EXECUTIVE COMMITTEE – (President, President-Elect, Past President, Secretary, Secondary VP) Serves as the finance committee, monitors and implements policy and procedure, and recommends updates to the Bylaws. The Executive Director serves as a non-voting ex-officio member of the Executive Committee.
- 6.0 AUDIT COMMITTEE – (President-Elect, Past-President, either Elementary or IN-Ovations Vice President, as appointed by the President) Reviews the in-house audit prepared by the Executive Director, prior to the September board meeting. Presided by the Past President.
- 7.0 All officers may serve consecutive terms except President and President-Elect.

SECTION 3 – OPERATIONS AND BUDGET

- 1.0 The Wyoming Music Educators Association shall maintain an operating budget to meet the financial obligations of the State Conference and costs associated with the normal operation of business of the association.
- 2.0 The WMEA shall create income through dues, advertising, conference registration fees, grants, gifts, and donations.
 - 2.1 Dues shall be reviewed annually at the state conference board meeting.
 - 2.2 The State Executive Director shall report changes in dues to the national NAfME office by March 15.
 - 2.3 Dues shall be assessed as follows:

| | | | |
|--------------|--------------------|-----------------|-----------------|
| Active | national - \$100 | state - \$21 | total - \$121 |
| Retired | national - \$50.00 | state - \$0 | total - \$50.00 |
| Introductory | national - \$50.00 | state - \$10.50 | total - \$60.50 |
| Collegiate | national - \$30 | state - \$0 | total - \$30 |
- 3.0 The WMEA Executive Board shall vote on approval of the proposed budget for the following year at the May board meeting, having been revised and/or approved by the Executive Committee as presented by the Executive Director.
- 4.0 The WMEA shall develop and maintain reserve funds in interest bearing accounts and operational funds in checking accounts, held at banks approved by the Executive Committee and in compliance with the WMEA Investment Policy.
- 5.0 Real expenses related to the operation of the association shall be reimbursed to members of the Executive Board. Reimbursement shall only be made with original receipts and signed reimbursement forms. Reimbursable items include but are not limited to:
 - 5.1 Postage and mailing costs.
 - 5.2 Duplication of materials.
 - 5.3 Stationary and/or specialty paper.
 - 5.4 Phone and Fax.
 - 5.5 Refreshments at meetings.
 - 5.6 Memorial flowers or gifts.
 - 5.7 Organization awards.
 - 5.8 Office supplies directly related to the business of WMEA.
 - 5.9 Registration materials for State Conference.

- 6.0 The WMEA shall reimburse costs related to officer travel if the budget allows for such expenditure.
 - 6.1 Officer travel required to attend regional and national meetings shall be reimbursed.
 - 6.2 Officers must submit accurate and complete records of travel, actual receipts and a signed reimbursement form.
 - 6.3 President Travel to the Northwest Conference and all Northwest Division and National meetings as recommended and/or required by the office.
 - 6.3.1 WMEA shall reimburse all expenses not covered by NAFME, including airfare or mileage, hotel, meals (as per the GSA allowance) and any other transportation costs (i.e. subway, taxi, bus) required to complete officer obligations.
 - 6.3.2 WMEA shall reimburse all conference expenses not covered by the President's school district, including airfare or mileage, hotel, meals (as per the GSA allowance) and any other transportation costs (i.e. subway, taxi, bus) required to attend the conference.
 - 6.4 President-Elect travel to all Northwest Division and National Assembly meeting during tenure.
 - 6.4.1 WMEA shall reimburse all expenses not covered by NAFME, including airfare or mileage, hotel, meals not to exceed limit as per the GSA allowance, and any other transportation costs (i.e. subway, taxi, bus) required to complete officer obligations.
 - 6.5 Executive Director travel to all WMEA meetings, the WMEA conference and annual national Executive Director's meetings and Delegate Assembly.
 - 6.5.1 WMEA shall reimburse all expenses not covered by NAFME, including airfare or mileage, hotel, meals not to exceed limit as per the GSA allowance, and any other transportation costs (i.e. subway, taxi, bus) required to complete officer obligations.
 - 6.6 Other Officer travel shall be reimbursed by approval of the Executive Board and within the budget allowance.

- 7.0 The Executive Board shall reserve the right to authorize purchases or reimbursements as deemed appropriate and reasonable in the course of doing business as the *Wyoming Music Educators Association* and within the limit of the funds on account.

- 8.0 State Conference expenses shall be limited by the approved budget for the fiscal year.
 - 8.1 The Executive Director shall oversee the income and expenses of the State Conference.
 - 8.2 Conference fees shall be commensurate with the needs of the conference and the association to procure competent clinicians. Pre-registration and onsite registration fees shall be assessed as follows:

- 8.2.1 Active Member fee – \$65/\$85
- 8.2.2 Retired Member fee – waived
- 8.2.3 Nonmember Guest fee – \$65
 - 8.2.3.1 Non-member spouse
 - 8.2.3.2 Non-member bus driver
 - 8.2.3.3 Non-member All-State chaperone
- 8.2.4 Collegiate Member fee – \$30/\$50
- 8.2.5 Collegiate Non-member fee - \$50/\$70
- 8.2.6 Non-member fee – \$195/\$215
- 8.2.7 First Year Teachers fee – waived

- 8.3 Each Vice-President in charge of contracting clinicians for the State Conference sessions shall operate within the adopted budget finances.
 - 8.3.1 The Executive Committee shall recommend to the Executive Board the division of monies between Elementary, Secondary, and In-Ovations Vice-Presidents for the hiring of Conference Clinicians.
 - 8.3.2 The clinician budget shall include clinician fees and all related expenses.
 - 8.3.3 The honorarium clinician fees shall be \$200 per session, with a recommendation of four sessions, not to exceed five sessions.
 - 8.3.4 Fee or compensation considerations beyond the recommended amounts, but within the limits of the approved budget, are subject to approval by the Executive Board.

- 8.4 A Vendor Fee shall be assessed to all exhibitors for the State Conference. Exhibitors may purchase spaces in accordance with their needs and the room limitations of the exhibit area.
 - 8.4.1 A “space” is determined to be an area, 8 ft. deep x 10 ft. wide
 - 8.4.1.1 One space - \$80
 - 8.4.1.2 Two spaces - \$150
 - 8.4.1.3 Each additional space - +\$50
 - 8.4.2 Each space includes one long table and two chairs.
 - 8.4.3 Electricity will be made available upon request.
 - 8.4.4 Vendor fees are nonrefundable, except under emergency or catastrophic circumstances, upon which the Executive Board may elect to refund.

- 9.0 WMEA shall provide complementary banquet tickets to award winners, guest clinicians, honor group directors, WHSAA dignitaries, school district superintendents and spouses, site building principal and spouse, and activities director and spouse.

- 10.0 WMEA shall support and maintain a scholarship fund.
 - 10.1 A scholarship shall be awarded to a pre-service teacher in the name of the *Kuhn-Parsons Memorial Scholarship*.
 - 10.2 A scholarship shall be awarded annually, when qualified applicants are presented.
 - 10.3 The scholarship shall be funded in the amount of \$1,000.

- 10.4 WMEA shall make regular public announcements in the journal and other statewide public forums to solicit donations for the scholarship fund.
- 11.0 WMEA shall award professional development grants.
 - 11.1 Two grants shall be awarded annually, when qualified applicants are presented, one in the May and one in the September.
 - 11.2 Each grant shall be funded in the amount of up to \$500.
 - 11.3 Grants are contingent upon available funds as determined by the Executive Committee.
- 12.0 WMEA shall pay and/or reimburse costs related to the collegiate representative to the Collegiate Advocacy Summit.
 - 12.1 The Executive Director shall solicit applications from the collegiate membership.
 - 12.2 The successful applicant, selected by the President and President-Elect, shall be fully funded to attend the summit.
 - 12.3 A collegiate representative is contingent upon funds as determined by the Executive Committee.
- 13.0 The WMEA *Windsong* shall generate funds through advertising.
 - 13.1 Advertising opportunities shall be available to any interested business or institution whose focus of operation is in keeping with the WMEA mission.
 - 13.2 Advertisers may purchase the following in the *Windsong*:
 - one-quarter page - \$50
 - one-half page - \$70
 - full-page - \$90
 - 13.3 Advertisers may purchase a stamp advertisement on the website homepage: \$50/month – limited to three advertisers per month
- 14.0 The WMEA shall oversee and manage all aspects of the audition procedures, materials, fees, and structure of the All-State Band, Choir, and Orchestra performing groups.

SECTION 4 -- ORDER OF BUSINESS

- 1.0 All meetings convened by the Executive Board shall use the current Revised Roberts Rules of Order.
- 2.0 The President shall preside over all matters of business, discussion and action. If the President is unable to complete his/her duties, the Past President shall preside.
- 3.0 The Secretary shall be the “officer of the day” to apply Rules of Order or settle disputes regarding procedure.

- 4.0 The meeting shall be conducting as follows:
 - 4.1 Roll Call – may be read aloud or collected in sign-in format.
 - 4.2 Minutes of the preceding meeting – must be provided in written format, may be read aloud at President’s discretion.
 - 4.3 Executive Director’s Report – must be read aloud and provided in written format.
 - 4.4 Reports of Vice-Presidents – must be provided in written format.
 - 4.5 Reports of District Presidents – must be provided in written format.
 - 4.6 Reports of Appointed Chairs – must be provided in written format.
 - 4.7 Old and Unfinished Business.
 - 4.8 New Business.
 - 4.9 Adjournment.

- 5.0 WMEA shall not create “consent agenda” items.

SECTION 5 – VOTING

- 5.0 A quorum (51%) of the sitting board membership is required to act upon matters of policy.
 - 5.1 Action on procedural matters may be decided upon by majority vote of attending board members.
 - 5.2 In all matters requiring a vote, members holding more than one position on the board may only execute one vote.
 - 5.3 No board member may hold more than one elected or two appointed positions in any single term of office.
 - 5.4 Only filled positions are considered members of the board when determining quorum.
 - 5.5 Members holding two board-appointed positions are counted as one attending member when confirming quorum attendance prior to policy actions.
 - 5.6 If an appointed chair or district president is unable to attend a board meeting, a qualified attendee may be granted general allowance to attend the meeting for general information purposes.
 - 5.7 The WMEA board does not allow proxy voting.

SECTION 6 – POLICY AND PRACTICE

- 1.0 WMEA will maintain a *Policy Action Log* of all proceedings by vote, transpired through board activity. The Secretary will maintain said log, and provide updates to the board immediately after each meeting. The record will reflect:
 - 1.1 Date of the action.
 - 1.2 Motion presented.
 - 1.3 Action Taken.
 - 1.4 Class of Action.
- 2.0 The WMEA Executive Board shall operate within the constraints of adopted policies set forth by the board and defining the operations of the association. These policies include but are not limited to: Code of Ethics, Confidentiality, Disclosure, Document Retention, Archives, Whistle Blower, Anti-Trust, and Written Information Security.
- 3.0 The WMEA Executive Board shall operate within the constraints of current and approved contracts, forms, and guidelines as set forth by the board and defining the practices of the association. These documents include but are not limited to: the Executive Board Manual, Contracts, Officer Forms, and Operations Manuals (Conference, All-State, BOC, VPs).

SECTION 7 – CALENDAR

- 1.0 The fiscal year of the Wyoming Music Educators Association shall begin July 1.
- 2.0 The President and other elected officers, District Presidents and Appointed Chairs shall assume their responsibilities during the May meeting of WMEA.
 - 2.1 Both incoming and outgoing board officers shall attend the May board meeting.
 - 2.2 New board members shall attend a 30-minute orientation prior to the May board meeting.
 - 2.3 Outgoing board members shall assist and tutor incoming board members on position description and responsibilities.
- 3.0 WMEA shall be in compliance with the WHSAA approved calendar dates for all music related activities and events.
- 4.0 WMEA shall maintain a public calendar of all activities and events provided by the WMEA President and maintained in the board manual and on the website.
- 5.0 WMEA Officers shall abide by all required documentation, procedures, postmarks and entry deadlines, and any and all specific parameters outlined in the Responsibility Summaries, Bylaws, Section 10.

SECTION 8 – COMPENSATION

- 1.0 The Executive Board, in compliance with the Federal tax regulations for 501(c) (3) organizations, shall approve all compensations or stipends to officers or appointees.
- 2.0 A stipend shall be awarded as compensation of duties to the following:
 - 2.1 Journal Editor in the amount of \$3,000 paid in three installments of \$1,000 per issue. Paid after each issue is published.
 - 2.2 Executive Director in the amount of \$8,000 paid in four installments of \$2000. Paid September 30, December 30, March 30, and June 30.

SECTION 9 – AMENDMENTS TO BYLAWS

- 4.0 Proposals for amendment to the Bylaws or an addition to the Bylaws may originate in the Board or in the Districts. A proposed amendment to the Bylaws or a new Bylaw shall be ratified upon approval by two-thirds (2/3) of the members of the Executive Board present and voting at a meeting of the Board. A quorum is required.
- 5.0 A proposal for amending the Bylaws may originate by a petition submitted to the Board by five or more active members of WMEA as of the date of submission of the petition. The proposed amendment shall be declared ratified upon approval by two-thirds (2/3) of the Executive Board members voting at a regular Board meeting. A quorum is required.
- 6.0 WMEA shall undergo biannual review and updates to the Bylaws in even years, September board meeting. Board actions resulting in changes in Bylaws shall be presented by the President, and ratified upon approval by two-thirds (2/3) vote of the members of the Board present and voting at the May meeting of the Board. A quorum is required.
- 7.0 The Bylaws may be amended by a ballot vote, as presented in writing by the Executive Committee. The proposed amendment shall be declared ratified upon approval by two-thirds (2/3) of the Board members voting by ballot. A quorum response is required.

SECTION 10 – EXECUTIVE BOARD RESPONSIBILITY SUMMARY

10.1 PRESIDENT

10.1.1 General Description

The President shall preside at all WMEA meetings. These meetings may be called at the discretion of the President in compliance with the constitution and by-laws and at the request of the Executive Board. The President is a member of the Executive Board of the Northwest Division of NAfME: The National Association for Music Education, and is a delegate to the General Assembly of NAfME. The President shall be the overall CHAIR for all activities and scheduling for the annual WMEA State Music Conference and may assign duties, as necessary, to other officers or other music educators. The President shall work with the Wyoming High School Activities Association as liaison between the WMEA and the WHSAA.

10.1.2 All-State and State Conference Responsibilities

Oversee all preparations for the WMEA State Conference and All-State Music event.

10.1.3 Responsibilities Time Frame

May

- 10.1.3.1 Prepare Executive Board agenda.
- 10.1.3.2 Chair the May Executive Committee meeting.
- 10.1.3.3 Chair the May Executive Board meeting.
- 10.1.3.4 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms.
- 10.1.3.5 Work with WHSAA Commissioner on Music Section of the WHSAA Handbook, adjudication certification, clinics and festivals, and state music activities, especially the details for All-State Music.
- 10.1.3.6 Attend the All-Northwest planning session when required.

June-July

- 10.1.3.7 Attend the NAfME Delegate Assembly Meeting as scheduled.
- 10.1.3.8 Send the President's Memo and Audit Information Sheet to the Audit Committee members 30 days prior to the audit date.
- 10.1.3.9 Send notices of date and time to the Conference/All-state planning team regarding the meeting and walk-thru at the host site.
- 10.1.3.10 Write a "President's Message" for the *Windsong* (due 8/01).
- 10.1.3.11 With input from Host Site Chair, Elementary Vice President, Secondary Vice President, and In-Ovations Vice President, oversee and approve the program of events for All-State and Conference.

August

- 10.1.3.12 Contract for recording of the All-State Gala Concert.
- 10.1.3.13 Contract for photos of All-State performing groups.
- 10.1.3.14 Confirm that All-State Audition materials are ready for online posting.

- 10.1.3.15 Send notice to Executive Board members of September meeting date and time, and secure their reports.
- 10.1.3.16 Schedule and oversee the Conference/All-State meeting and walk-thru at the host site.

September

- 10.1.3.17 Prepare Agenda for September meeting.
- 10.1.3.18 Chair the September Executive Committee meeting.
- 10.1.3.19 Confirm University of Wyoming Alumni Reception.
- 10.1.3.20 Send invitations to award winners and make arrangements for a presenter should the President choose not to present the awards him/herself at the banquet.
- 10.1.3.21 See that Retirement Chair has sent invitations to upcoming retirees and twenty-five year teaching awards and is prepared to make presentations.
- 10.1.3.22 Attend NW-NAfME All-Northwest planning meeting.

October

- 10.1.3.23 Be present at the Marching Band Festival to present awards.
- 10.1.3.24 Apply for graduate credit through UW Outreach Office and for re-certification credit through the Professional Teachers Standards Board of the Wyoming State Department of Education.
- 10.1.3.25 Invite WHSAA Commissioner and Fine Arts Secretary to the Conference Banquet.
- 10.1.3.26 Communicate regularly with State Executive Director regarding conference program contents.
- 10.1.3.27 Write a “President’s Message” for the *Windsong* (due November 1).
- 10.1.3.28 Send program of events, conference schedule and student schedule to *Windsong* Editor and State Executive Director for publication and on the website.

November

- 10.1.3.29 Provide to vendors an All-State student schedule, and photo and recording order information, for inclusion in student notification packets of All-State performing groups.
- 10.1.3.30 Work closely with the Host Site Chair and Executive Director to oversee plans for student and director banquets on Monday evening of All-State.
- 10.1.3.31 Set the program for the WMEA banquet, and act as Master of Ceremonies for the event.

December

- 10.1.3.32 Prepare awards for Board members completing their term (certificates), Distinguished Service (plaque), Outstanding Young Educator (plaque), Give a Note (plaque), 25-year (plaque), Retired Music Educators (plaque), and the Wyoming Music Educator of the Year (plaque).

- 10.1.3.33 Secure names of four-year All-State participants from WHSAA and submit list to the WMEA Executive Director to prepare certificates for presentation at Gala Concert.
 - 10.1.3.34 Send notice to Executive Board members of date and time of the pre-conference board meeting and secure reports.
 - 10.1.3.35 Confirm with the Executive Director, digital sign-in and survey for re-certification credit.
 - 10.1.3.36 Provide the Executive Director with digital registration link for graduate credit and digital log-in for re-certification credit
- 3.41-1 Board officers whose conference attendance is compromised by work for the association during the conference may sign up for recertification credit.

January

- 10.1.3.37 Prepare Executive Board meeting agenda for January meeting.
- 10.1.3.38 Chair the January Executive Committee meeting.
- 10.1.3.39 Chair the January Executive Board meeting.
- 10.1.3.40 Approve All-State and State Conference site location for following year.
- 10.1.3.41 Act as Master of Ceremonies for the Opening Night Concert.
- 10.1.3.42 Complete an agenda and chair the General Assembly meeting of WMEA.
- 10.1.3.43 Secure all awards, certificates, and plaques, and see that presenters have appropriate awards completed and are ready for presentations.
- 10.1.3.44 Act as Master of Ceremonies at the Director’s Banquet.
- 10.1.3.45 See that Band, Choir, and Orchestra Vice Presidents have received clinician checks and certificates from WHSAA.
- 10.1.3.46 See that All-State music is collected and stored in the All-State library.

February

- 10.1.3.47 Send “thank you” notes to Host Site Chair and staff, school administration, and custodial staff. Send any other personal thank you notes deemed appropriate.
- 10.1.3.48 Check with Past President regarding slate of officer nominees.
- 10.1.3.49 Communicate with Executive Director regarding preparation of ballots for online voting, and deadlines.
- 10.1.3.50 Attend the NAFME Northwest Division Conference.

March

- 10.1.3.51 Confirm the election results from the balloting and notify the *Windsong* editor of the results.
- 10.1.3.52 Secure an official invitation from the school district to host All-State two years hence. All-State host sites are on an approved alphabetical rotation (Casper, Cheyenne, Cody, Evanston, Gillette, Laramie, Rock Springs, Sheridan). Should a site in the rotation elect not to host the event, the next city in the rotation has first right of refusal before offering the event to another city. The letter should be signed by the prospective building principal or superintendent.

- 10.1.3.53 With assistance from the Band, Choir, Orchestra, Elementary, Secondary, and IN-Ovations Vice Presidents, select:
 - 3.4-1 A headliner performance ensemble.
 - 3.4-2 A school ensemble from the auditions submitted.
 - 3.4-3 In the event an acceptable applicant is not available, with assistance of the committee, solicit an appropriate ensemble by invitation.
- 10.1.3.54 Write a “President’s Message” for the *Windsong* (due April 1).

April

- 10.1.3.55 Invite NAFME dignitaries to our State Conference (NW Division President and NAFME President, alternating.)
- 10.1.3.56 Collect list of District Clinic and Festival dates from VPs and submit them to WHSAA and to the Executive Director.
- 10.1.3.57 With input from the President Elect, select the Collegiate Advocacy Summit attendee from online applicants.
- 10.1.3.58 Send notice to Executive Board members of date and time for May meeting and secure reports.
- 10.1.3.59 Make arrangements to use WHSAA office for May meeting.

10.1.4 Other Responsibilities

- 10.1.4.1 Represent WMEA to the people of Wyoming, the WHSAA, the WDE, public schools, Community Colleges, the University of Wyoming, and to various arts organizations in the state.
- 10.1.4.2 Act as voting member of NAFME Delegate Assembly representing WMEA.
- 10.1.4.3 Handle all correspondence, reports, and requests from all entities, especially NAFME national office and Northwest Division office.
- 10.1.4.4 Act as voting member of Northwest Division Executive Board. Attend September and winter division meetings and summer national meeting.
- 10.1.4.5 Maintain the public records notebook of past All-States containing planning notes, programs, and budget.
- 10.1.4.6 Appoint screening chairs for All-Northwest, generally filled by the immediate past Band, Choir, and Orchestra Vice Presidents.
- 10.1.4.7 Screen performing group submissions for performance at Northwest Division conference. Forward selected recordings to NW Division President.
- 10.1.4.8 Complete and submit the National Honor Ensembles student rankings for Wyoming.
- 10.1.4.9 Appoint ad hoc committee chairs as needed. Committee chairs and time of service are at the discretion of the President.
- 10.1.4.10 Oversee the nomination and election of Executive Board members according to constitutional guidelines.
- 10.1.4.11 Submit reimbursements for business expenses pertaining to WMEA.

10.2 PRESIDENT ELECT

10.2.1 General Description

The President-elect shall be elected two-years prior to assuming office as President. During the interim, the President-elect shall assist the President in the planning of all activities, be responsible for the Exhibitors set-ups, Outstanding Senior honorees, selecting the Professional Development Grant, and be a member of the Executive Committee and Executive Board.

10.2.2 Responsibilities Time Frame

May

- 10.2.2.1 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms.
- 10.2.2.2 Select and announce Professional Development Grant recipient(s)

June – July

- 10.2.2.3 Submit reimbursements for business expenses pertaining to WMEA.
- 10.2.2.4 Attend NAFME Delegate Assembly Meeting.

August

- 10.2.2.5 Formulate list of potential exhibitors.
- 10.2.2.6 Attend the Conference/All-State meeting at walk-thru at the host site.
- 10.2.2.7 Provide exhibitor application and invitation letter for publication, and send to Executive Director.

September

- 10.2.2.8 Attend NAFME All-Northwest planning meeting.
- 10.2.2.9 Secure blueprint of exhibit space including electrical and Internet access.
- 10.2.2.10 Send exhibitor invitations (date, site location, fees).

October

- 10.2.2.11 Announce Professional Development Grant application.
- 10.2.2.12 Prepare site map and assign paid exhibitor spaces on first request basis.

November

- 10.2.2.12 Select and announce Professional Development Grant recipient(s).
- 10.2.2.13 Follow up on unanswered exhibitor invitations.
- 10.2.2.14 Confirm exhibitor facility needs and security plan with Host Chair.
- 10.2.2.15 Contact BOC Vice Presidents for their four top senior nominees, and provide the list to the Executive Director.
- 10.2.2.16 E-mail Outstanding Senior Application link to the seniors and to their directors.
- 10.2.2.17 Request advance shipping address from Host Site chair.

December

- 10.2.2.18 Send completed site map and complete list of exhibitors with contact information (digital) to State Executive Director for the digital Conference Program.
- 10.2.2.19 Send follow-up information to all paid exhibitors, including:
 - .2.19-1 site map
 - .2.19-2 arrival details
 - .2.19-3 advance shipping address

January

- 10.2.2.20 Select the Outstanding Senior Award winners, give names to Executive Director for certificates, and secure checks (\$50/each from Exec Director) to be presented at the Gala.
- 10.2.2.21 With permission of the student, provide winning essays for publication and print in the May *Windsong* (submission deadline March 1).
- 10.2.2.22 All-State
 - .2.22-1 Coordinate and oversee all aspects of State Conference exhibit area.
 - .2.22-2 Secure banquet tickets for interested exhibitors and turn money in at registration.
 - .2.22-3 Prepare an exhibit report for Executive Board meeting.
 - .2.22-4 Host and Master of Ceremonies for Gala Concert.

February

- 10.2.2.23 Send “thank you” notes to all exhibitors and any others as appropriate.
- 10.2.2.24 Update Exhibit list.
- 10.2.2.25 Attend the NAFME Northwest Division Conference.
- 10.2.2.26 Write a “President-Elect” message for the journal (deadline March 1).

March

- 10.2.2.27 Announce Professional Development Grant.

April

- 10.2.2.28 Select and announce Professional Development Grant recipient(s).
- 10.2.2.29 Assist the President in selecting the Collegiate Advocacy Summit attendee.

10.3 PAST PRESIDENT

10.3.1 General Description

The Past President shall assume a two-year position immediately following service as President. The Past President shall work in cooperation with and as directed by the President. The Past President assumes the duties of the President in the absence of the President. The Past President shall coordinate all aspects of the Kuhn/Parsons Memorial Scholarship, including announcing the application, selection of the recipient, and providing information regarding the winner to the President and Exec Director.

10.3.2 Responsibilities

- 10.3.2.1 Oversee online training information for certified adjudicators.
- 10.3.2.2 Oversee the certification of adjudicators and provide the Executive Director with an updated list monthly.
- 10.3.2.3 Conduct new board officer training at the May meeting and when required by policy change.
- 10.3.2.4 Put forward officer nominations for voting consideration of the membership at the State Conference General Assembly meeting.
 - .2.4-1 Present two candidates, whenever possible, for each state office.
 - .2.4-2 Accept nominations from the floor.
- 10.3.2.5 Serve as the Principal Financial and Data Security Officer for the association's policy implementation.

10.3.3 Other Responsibilities

- 10.3.3.1 Recruit and screen applicants for the Kuhn-Parsons Memorial Scholarship.
 - .3.1-1 Make public the application deadline of April 1.
 - .3.1-2 Make notification to the award winner by the May board meeting.
 - .3.1-3 Confirm the student teaching assignment with the Teacher Education Chair once the student teaching placement begins.
 - .3.1-4 Inform the Executive Director of confirmation and to make payment.
- 10.3.3.2 Ensure that all documents regarding the scholarship in WMEA publications contain accurate information; provide information to *Windsong* editor (deadlines: announcement – March 1/award winner – August 1).
- 10.3.3.3 Attend WMEA Executive Board meetings and prepare written reports.
- 10.3.3.4 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at May board meeting.
- 10.3.3.5 Serve as Audit Director and oversee the completion of the Internal Audit. Complete the Internal Audit documents to be archived with the Audit Report.
- 10.3.3.6 Supply *Windsong* editor with pertinent and timely information in your area for inclusion in each journal publication, including scholarship applications and application information (deadlines August 1, November 1, March 1).

10.4. EXECUTIVE DIRECTOR

10.4.1 General Description

The State Executive Director shall collect all monies and dues and pay all bills by order of the President. The Executive Director shall also oversee the budget, income and expense statements, investments, policies and procedures, contracts, forms, conference preparation/registration/publication, posted documents, the website, and social media.

10.4.2 Monthly Responsibilities

- 10.4.2.1 Collect all monies and pay all bills in a timely manner.
- 10.4.2.2 Deposit receipts in a timely manner.
- 10.4.2.3 Receive and balance all bank statements.
- 10.4.2.4 Monitor investment accounts.
- 10.4.2.5 Manage the website and social media.
- 10.4.2.6 Update the membership list and provide to the president upon request.
- 10.4.2.7 Keep complete records regarding expense and income by category and type.
- 10.4.2.8 Prepare monthly financial statements.
- 10.4.2.9 Prepare financial statements for board meetings.
- 10.4.2.10 Respond to NAFME National Office requests and complete all national forms in a timely manner.
- 10.4.2.11 Order or purchase supplies as needed
- 10.4.2.12 Submit reimbursements for business expenses pertaining to WMEA.

10.4.3 All-State Audition Responsibilities

- 10.4.3.1 Create *All-State Audition* materials.
 - .3.1-1 Honor Group audition materials for website posting.
 - .3.1-2 Area specific letters for website posting.
 - .3.1-3 WHSAA/WMEA information for online posting.
 - .3.1-4 WHSAA Fax to member schools.
 - .3.1-5 Audition scripts as provided by the vice presidents.
 - .3.1-6 Hard copy site materials and sight-reading music for mailing.
- 10.4.3.2 Update the *Recording Site Manual* for distribution and website posting.
- 10.4.3.3 Collect reporting form information from District Presidents.
- 10.4.3.4 Collect audition fees via credit card, purchase order, or voucher.
- 10.4.3.5 Invoice purchase order and voucher audition fee payments.
- 10.4.3.6 Deposit receipts.
- 10.4.3.7 Monitor past-due income and send notices.
- 10.4.3.8 Prepare certificates for All-State Outstanding Senior and 4-year awards.
- 10.4.3.9 Prepare checks for Outstanding Seniors.

10.4.4 WMEA Conference Responsibilities

- 10.4.4.1 Provide blank documents of Conference Schedule, Clinician Details, and Clinician Needs, and Session Proposal Folder, for posting to Dropbox.
- 10.4.4.2 Update the *Host Site Manual* for distribution and website posting.
- 10.4.4.3 Negotiate final contracts for the WMEA Banquet and Conference Hotel.
- 10.4.4.4 Make contractual agreements with clinicians selected by the Elementary, Secondary, and IN-Ovations Vice-presidents.
- 10.4.4.5 Create online registration through the website.
- 10.4.4.6 Create the *Online Conference Program and Flyer* from information provided by the President, Vice Presidents, and host site.
- 10.4.4.7 Collect registrations and fees.
- 10.4.4.8 Create pre-registration and banquet/luncheon lists.
 - .4.11-1 Prepare all name tags in advance.

- .4.11-2 Prepare labels for pre-registration bags in advance.
- .4.11-3 Prepare all in-hand needs, including receipt paper, onsite cash, name badge holders, At-a-Glance.
- 10.4.4.9 Verify pre-registration lists for member verification and nametags.
- 10.4.4.10 Prepare certificates for conference clinicians and outgoing board members.
- 10.4.4.11 Set-up and operate convention registration.
- 10.4.4.12 Post-conference requirements.
 - .4.12-1 Deposit all receipts.
 - .4.12-2 Balance finances with registration totals.
 - .4.12-3 Send thank you notes as deemed appropriate.
 - .4.12-4 Send past-due income notices.
 - .4.12-5 Send donation letters when appropriate.

10.4.5 Website Responsibilities

- 10.4.5.1 Update all documents and postings to the website as needed.
- 10.4.5.2 Review and update all sections of the website to reflect current information as needed.

10.4.6 Other Responsibilities

- 10.4.6.1 Send out meeting announcements to Executive Board members at least one month prior to meeting date, providing Dropbox link, time, date and place.
- 10.4.6.2 Complete and submit any and all required forms and/or documentation and fees regarding State of Wyoming Nonprofit Corporation and 501(c)(3) Non-profit status.
- 10.4.6.3 Complete and submit tax forms as required by law.
- 10.4.6.4 Manage grant funds and reports as required by law.
- 10.4.6.5 Keep an updated list of board members with complete contact information for inclusion in the board manual.
- 10.4.6.6 Create online ballots for voting by active and retired members. Election process to be complete by March 1st.
- 10.4.6.7 Mail certificate and check in the amount of \$1,000 to the Kuhn/Parsons Memorial Scholarship recipient at the start of his/her student teaching.
- 10.4.6.8 Mail checks in the amount specified by the President Elect, to the Professional Development Grant recipients.
- 10.4.6.9 Complete and submit a proposed budget for following year to the Executive Committee, for presentation and consideration at the May Executive Board meeting.
- 10.4.6.10 Complete all financial documents and provide records as required for internal audit review by the Finance Committee.
- 10.4.6.11 Conduct the internal audit within 75 days of the close of the fiscal year and prior to the September board meeting.
- 10.4.6.12 Complete an external audit of the record books, by order of the President, and reviewed by the Executive Committee as requested.
- 10.4.6.13 Update the *Governing Board Manual* and post to WMEA Dropbox by the May and September board meetings.

- 10.4.6.14 Complete self-assessment document for consideration of the Executive Committee evaluation of performance.
- 10.4.6.15 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at May board meeting.
- 10.4.6.16 Provide link to the board evaluation and collect data to be sent to the President.
- 10.4.6.17 Post electronic copies of WMEA Award Program nominees to the WMEA Dropbox, two weeks prior to the September meeting.
- 10.4.6.18 Maintain a document of comparative information regarding finances, All-State/Conference, and Windsong. Post to Dropbox for May board meeting.
- 10.4.6.19 Manage all association folders and documents in Dropbox.
 - .6.19-1 The WMEA (shared with board – cannot edit)
 - .6.19-2 Conference (shared with Exec Comm, VPs – can edit)
 - .6.19-3 All-State BOC (shared with Exec Comm, VPs – can edit)
 - .6.19-4 Adjudicator Certificates (shared with Past Pres – can edit)
 - .6.19-5 Board Minutes Archives
 - .6.19-6 Audit 20?? (shared with Past Pres and Audit Comm – cannot edit)

10.5 SECRETARY

10.5.1 General Description

The Secretary shall maintain a record all meetings, board and committee, and send any correspondence at the request of the President.

10.5.2 All-State Responsibilities

Write thank you notes to convention organizers, site chairs, committee members, the Superintendent, Principals involved, custodial staff, secretarial staff, and anyone who donated materials or assisted in any way.

10.5.3 Other Responsibilities

- 10.5.3.1 Prepare minutes, marked as “draft,” from the previous meeting and distribute to the Executive Board members within 30 days of a meeting.
 - .3.2-1 At the following board meeting, amend the minutes to reflect corrections or omissions as solicited by the President.
 - .3.2-2 Save approved minutes to the archived documents in Dropbox.
- 10.5.3.2 Provide approved minutes to the State Executive Director for inclusion on the website as soon as possible after each meeting.
 - .3.3-1 Conference Executive Board meeting minutes should be ready for distribution at the General Assembly meeting at the conference.
- 10.5.3.3 Maintain and update an Action Log.
 - .3.4-1 Include date of action, motion presented, action taken, and class of action.
 - .3.4-2 Provide an updated Action Log to the board before each meeting.

- 10.5.3.4 Maintain archived internal reports to include but not limited to:
 - .3.5-1 Voting Records
 - .3.5-2 Committee Meeting Reports
 - .3.5-3 Signed board policy documents for Conflict of Interest, WISP, and Anti-Trust
- 10.5.3.5 Maintain voting records.
 - .3.6-1 Solicit information from President and create voting summary document.
 - .3.6-2 Save executive summaries to archived Internal Reports.
- 10.5.3.6 Maintain minutes for all committee meetings and archive to Meeting Reports.
- 10.5.3.7 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
- 10.5.3.8 Provide approved minutes to *Windsong* editor (deadlines August 1, November 1, March 1).
- 10.5.3.9 Submit reimbursements for business expenses pertaining to WMEA.

10.6 BAND, CHOIR AND ORCHESTRA VICE PRESIDENTS

10.6.1 General Description

The Band, Choir, and Orchestra Vice Presidents shall be directly responsible for all aspects of the All-State performing groups, including the preparation of audition materials, the selection of the All-State student musicians by live taped audition, assisting in the selection of music, instrumentation or voicing, and selecting the guest conductors. Vice Presidents are encouraged to use the BOC Handbook for detailed information.

10.6.2 Monthly Responsibilities

May

- 10.6.2.1 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms.
- 10.6.2.2 Present selections for guest conductors to WMEA Executive Board at the May board meeting.

June

- 10.6.2.3 Finalize arrangements with guest clinician and notify WHSAA to send contracts.
- 10.6.2.4 Obtain performance repertoire from guest clinician and notify appropriate music store as listed in the rotation list.
- 10.6.2.5 Prepare All-State audition materials described in the WHSAA Handbook for submission to the Executive Director.
 - .2.6-1 audition music, etudes, scale sheets, etc.
 - .2.6-2 script
 - .2.6-3 general information

.2.6-4 publisher information and measure details for all published works.

- 10.6.2.6 Choir Vice President make arrangements for rehearsal CD's for choir.
- 10.6.2.7 Orchestra Vice President obtain bowings and other markings from the conductor and include these in audition materials as well as music sent to participants.
- 10.6.2.8 Orchestra and Band Vice Presidents confirm wind instrumentation requirements for the orchestra.

July

- 10.6.2.9 Audition materials sent to WMEA Executive Director and WMEA President by July 1.

August

- 10.6.2.10 Verify audition materials as provided by Executive Director, by August 1.
- 10.6.2.11 Attend the Conference Site walk-through.

September

- 10.6.2.12 Prepare a report for and attend the September WMEA board meeting.

October

- 10.6.2.13 Secure biographies and digital photos of guest conductor and provide to Host Site Chair and *Windsong* editor via Dropbox.

November

- 10.6.2.14 Screen audition recordings and select participants for performing groups.
- 10.6.2.15 Prepare and type an accurate list of students selected, including school, director's name, and instrument or voice part for which they were selected. (due December 1). (*See BOC Handbook for specific instructions*)
- 10.6.2.16 Forward copies of the list to WHSAA, WMEA President, WMEA State Executive Director, and designated music store. This information may not be released to any other individual or entity. The list of participating names may only be released by direction of the President.
- 10.6.2.17 WHSAA will post ensemble rosters on its website by noon of the second Wednesday in December.
- 10.6.2.18 Retain all student application information until the conclusion of All-State.
- 10.6.2.19 Compile a list of the top four outstanding senior auditions and send it to the President Elect for the Outstanding Senior Awards.

December

- 10.6.2.20 Confirm any changes or corrections to student performing group lists with WHSAA, WMEA President, and WMEA State Executive Director.
- 10.6.2.21 Send rehearsal schedule and any other pertinent information to guest clinicians.

January

- 10.6.2.22 Coordinate and oversee the transportation and care of guest clinician.

- 10.6.2.23 Turn any clinician or student group related receipts or expenses to WHSAA Executive Secretary.

March-April

- 10.6.2.24 Serve on the President's Committee to select:
 - .2.24-1 A headliner performance ensemble.
 - .2.24-2 A school ensemble from the auditions submitted.
 - .2.24-3 In the event an acceptable applicant is not available, assist the president to solicit an appropriate ensemble by invitation.

10.6.3 Other Responsibilities

- 10.6.3.1 Attend all WMEA Executive Board meetings and prepare written reports.
- 10.6.3.2 Supply *Windsong* Editor with pertinent and timely information in your area.

10.7 SECONDARY VICE PRESIDENT

10.7.1 General Description

The Secondary Vice President shall coordinate all aspects of the junior/senior high school workshops for the WMEA State Conference. The Secondary Vice President shall ensure news of all junior/senior high school activities are made known to Wyoming music educators. The Secondary Vice President shall serve as a member of the Executive Committee. Vice Presidents are encouraged to use the VP Handbook for detailed information.

10.7.2 State Conference Responsibilities

- 7.2.1 Plan clinic sessions to be presented at WMEA State Conference, primarily for educators of secondary level students.
- 7.2.2 Strands include band, vocal, strings, elementary (managed by the Elementary VP) and Innovations/Collegiate/Technology/Jazz (managed by the IN-Ovations VP). Areas for consideration are general, vocal, and instrumental, reading sessions, and or sessions geared toward new materials.
- 7.2.3 Contact music dealers to help defray clinician costs.
- 7.2.4 Coordinate planning with the Elementary and IN-Ovations Vice Presidents in order to facilitate the sharing of clinicians for the State Convention.

10.7.3 Monthly Responsibilities

May

- 10.7.3.1 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms.
- 10.7.3.2 Present status of honorarium clinics and clinicians to the WMEA Executive Board.

June

- 10.7.3.3 Make arrangements with honorarium clinicians and request biographical information and digital photos. Forward contractual information to the Executive Director.

July

- 10.7.3.4 Session proposal deadline is July 1st. If proposals are incomplete for a well-rounded schedule, solicit additional sessions or suggestions from colleagues or board members.

August

- 10.7.3.5 Finalize the schedule as much as possible and confirm with the President that it is acceptable (prior to the walk-through).
- 10.7.3.6 Assign rooms to all clinics during the on-site walk-through.
- 10.7.3.7 Notify clinicians who were not selected of their status and invite them to submit again next year.
- 10.7.3.8 Notify the executive director when the schedule is complete

September

- 10.7.3.9 Send clinic and clinician information to WMEA President.
- 10.7.3.10 Coordinate the schedule with WMEA President.
- 10.7.3.11 Supply biographical information and digital photos to *Windsong* editor and State Executive Director.
- 10.7.3.12 Provide general clinic and clinician information to Executive Director for conference flyer and website posting.

October

- 10.7.3.13 Complete the facility and equipment needs master list.
- 10.7.3.14 Review and finalize schedule with WMEA President and Executive Director.
- 10.7.3.15 Communicate transportation and lodging needs for clinicians to WMEA Executive Director.

November

- 10.7.3.16 Provide the completed schedule, in outline format, to the *Windsong* Editor and State Executive Director. (*See VP Handbook for specifics*)
- 10.7.3.17 Contact any clinicians who have not returned contracts.

January

- 10.7.3.18 Re-confirm arrival and departure times of clinicians on master list.
- 10.7.3.19 Confirm Host Site arrangements for transportation and lodging.
- 10.7.3.20 Finalize all pertinent information with clinicians and prepare any handouts or materials for their presentations.
- 10.7.3.21 Communicate with clinicians that digital handouts can be included.
- 10.7.3.22 Keep accurate records of expenses and clinician fees and make arrangements with State Executive Director for their payment.

February

- 10.7.3.23 Write thank you notes on behalf of WMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.
- 10.7.3.24 Review conference evaluations.
- 10.7.3.25 Secure names of possible clinicians or clinic topics from survey, board members, and/or membership. (*Do not solicit via Listserv*)

March-April

- 10.7.3.26 Solicit session proposals from recommended clinicians and keep copies of correspondence and records of arrangements made with sponsors.
- 10.7.3.27 Confirm honorarium clinician agreement prior to sending information to Executive Director for generating contracts.
- 10.7.3.28 Serve on the President's Committee to select:
 - .3.28-1 A headliner performance ensemble.
 - .3.28-2 A school ensemble from the auditions submitted.
 - .3.28-3 In the event an acceptable applicant is not available, assist the president to solicit an appropriate ensemble by invitation.
- 10.7.3.29 Have headliner clinicians in place by the May board meeting.

10.7.4 Other Responsibilities

- 10.7.4.1 Attend Executive Committee meetings.
- 10.7.4.2 Attend WMEA Executive Board meetings and prepare written reports.
- 10.7.4.3 Supply *Windsong* editor with pertinent and timely information in your area for inclusion in every journal publication (deadlines August 1: November 1: March 1).

10.8 ELEMENTARY VICE PRESIDENT

10.8.1 General Description

The Elementary Vice President shall coordinate all aspects for the elementary workshops for the WMEA State Conference in collaboration with the Secondary Vice President. The Elementary Vice President ensures that news of all elementary activities is made known to Wyoming music educators. Vice Presidents are encouraged to use the VP Handbook for detailed information.

10.8.2 State Conference Responsibilities

- 10.8.2.1 Plan clinic sessions to be presented at WMEA State Conference, primarily for educators of elementary level students.
- 10.8.2.2 Areas for consideration are general music, special learners, music reading, technology, and general music pedagogical interests such as but not limited to Orff, Kodaly, Dalcroze.
- 10.8.2.3 Contact music dealers to help defray clinician costs.
- 10.8.2.4 Coordinate planning with the Secondary Vice President to facilitate the sharing of clinicians for the State Conference.

10.8.3 Monthly Responsibilities

May

- 10.8.3.1 Present status of clinics and clinicians to WMEA Executive Board.

June-July

- 10.8.3.2 Make arrangements with clinicians and request biographical information and digital photos. Forward contractual information to the Executive Director.

August

- 10.8.3.3 Create the schedule as much as possible and confirm with the President that it is acceptable.
- 10.8.3.4 Assign rooms to all clinics during the on-site walk-through.
- 10.8.3.5 Notify clinicians who were not selected and invite them to submit again next year.

September

- 10.8.3.6 Send clinic and clinician information to the WMEA President.
- 10.8.3.7 Coordinate the schedule with WMEA President.
- 10.8.3.8 Complete facility and equipment needs master list.
- 10.8.3.9 Supply biographical information and digital photos to the *Windsong* editor and State Executive Director for journal and website updates.

October

- 10.8.3.10 Communicate transportation and lodging needs for clinicians to WMEA President and Executive Director.
- 10.8.3.11 Complete the facility and equipment master list for all sessions.

November

- 10.8.3.12 Finalize conference schedule with WMEA President and Executive Director.
- 10.8.3.13 Provide schedule to *Windsong* Editor.
- 10.8.3.14 Confirm that all contracts are returned, and contact any clinicians who have not returned contracts.
- 10.8.3.15 By December 15, secure presiders for all clinic sessions and notify the WMEA President and Executive Director of those assignments. Meetings are presided by the association president or chair. Reading sessions do not require a presider.

December

- 10.8.3.16 Re-confirm arrival and departure times of clinicians.
- 10.8.3.17 Confirm Host Site arrangements for transportation and lodging.
- 10.8.3.18 Finalize all pertinent information with clinicians and prepare any handouts or materials for their presentations.
- 10.8.3.19 Keep accurate records of expenses and clinician fees and make arrangements with the State Executive Director for payment.

February

- 10.8.3.20 Write thank you notes on behalf of WMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.
- 10.8.3.21 Secure names of possible clinicians or clinic topics from board members and/or membership.

March-May

- 10.8.3.22 Contact clinicians and keep copies of correspondence and records of arrangements made with music dealers.
- 10.8.3.23 Confirm clinician agreement prior to generating contracts.
- 10.8.3.24 Have headliner clinician in place by the May board meeting.
- 10.8.3.25 Serve on the President's Committee to select:
 - .3.25-1 A headliner performance ensemble.
 - .3.25-2 A school ensemble from the auditions submitted.
 - .3.25-3 In the event an acceptable applicant is not available, assist the president to solicit an appropriate ensemble by invitation.

10.8.4 Other Responsibilities

- 10.8.4.1 Attend WMEA Executive Board meetings and prepare written reports.
- 10.8.4.2 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
- 10.8.4.3 Supply *Windsong* editor with pertinent and timely information in your area for inclusion in every journal publication (deadlines August 1, November 1, March 1).

10.9 IN-OVATIONS VICE PRESIDENT

10.9.1 General Descriptions

The In-Ovations Vice President shall represent the interests of ensembles and teaching approaches not currently represented by the Band, Choir and Orchestra Vice-Presidents. The In-Ovations Vice President shall promote performance opportunities for innovative music ensembles and inform the membership of new and innovative teaching approaches. Vice Presidents are encouraged to use the VP Handbook for detailed information.

10.9.2 State Conference Responsibilities

- 10.9.2.1 Assist the Elementary and Secondary Vice Presidents in selecting clinicians for the In-Ovations, Technology, and Jazz interest areas.
- 10.9.2.2 Help provide performance opportunities for innovative ensembles.

10.9.3 Monthly Responsibilities

May

- 10.9.3.1 Sign and submit Conflict, of Interest, WISP, and Anti-Trust policy compliance forms.
- 10.9.3.2 Present status of clinics and clinicians to WMEA Executive Board.

June

- 10.9.3.3 Make arrangements with clinicians and request biographical information and digital photos. Forward contractual information to the Executive Director.

August

- 10.9.3.4 Create the schedule with the other Vice Presidents.
- 10.9.3.5 Assign rooms to all clinics during the on-site walk-through.
- 10.9.3.6 Notify clinicians who were not selected and invite them to submit again next year.

September

- 10.9.3.7 Send clinic and clinician information to the WMEA President.
- 10.9.3.8 Confirm the schedule with the other Vice Presidents.
- 10.9.3.9 Complete facility and equipment needs master list.
- 10.9.3.10 Supply biographical information and digital photos to the *Windsong* editor and State Executive Director for journal and website updates.

October

- 10.9.3.11 Communicate transportation and lodging needs for clinicians to WMEA President and Executive Director.
- 10.9.3.12 Complete the facility and equipment master list.

November

- 10.9.3.13 Finalize conference schedule with WMEA President and Executive Director.
- 10.9.3.14 Provide schedule to *Windsong* Editor and State Executive Director.

January

- 10.9.3.15 Re-confirm arrival and departure times of clinicians.
- 10.9.3.16 Confirm Host Site arrangements for transportation and lodging.
- 10.9.3.17 Finalize all pertinent information with clinicians and prepare any handouts or materials for their presentations.
- 10.9.3.18 Keep accurate records of expenses and clinician fees and make arrangements with the State Executive Director for payment.

February

- 10.9.3.19 Write thank you notes on behalf of WMEA to all clinicians, music dealers and anyone who contributed or assisted with the conference.

- 10.9.3.20 Confirm, with the president and executive director, the strand area that will be the following year's headliner.
- 10.9.3.21 Secure names of possible clinicians or clinic topics from the conference survey, board members, and/or membership.

March-May

- 10.9.3.22 Contact clinicians and keep copies of correspondence and records of arrangements made with sponsors.
- 10.9.3.23 Confirm clinician agreement with executive director prior to the generating of contracts.

10.9.4 Other Responsibilities

- 10.9.4.1 Attend WMEA Executive Board meetings and prepare written reports.
- 10.9.4.2 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
- 10.9.4.3 Supply *Windsong* editor with pertinent and timely information in your area for inclusion in every journal publication. (deadlines August 1, November 1 March 1).

10.10 DISTRICT PRESIDENTS

Each district is responsible for the election of a President who will serve on the WMEA Executive Board. The term of the District President is two years. The President shall be elected at a general meeting of the District music educators (All-State, Festival or Clinic). This selection shall be reported to the WMEA President by the May board meeting. Each district is recommended to elect or appoint a vice president who could assume duties of the president should the need arise. Other officers deemed necessary for district business may also be elected or appointed, including President Elect, Secretary, and Treasurer.

10.10.1 General Description

The District President shall be responsible for the organization and coordination of all district music activities, preside at all meetings, and serve the Executive Board of WMEA as a district representative.

10.10.2 All-State Responsibilities

- 10.10.2.1 Oversee All-State auditions, including policies and procedures, designated recording sites, constructing schedules and collecting and submitting auditions.
- 10.10.2.2 See that WHSAA procedures are followed as outlined in the handbook.
- 10.10.2.3 Organize and chair the WMEA State Conference business meeting.

10.10.3 Other Responsibilities

- 10.10.3.1 Sign and submit Conflict of Interest and Anti-Trust policy compliance forms at the May board meeting.

- 10.10.3.2 Preside at all district business meetings and submit district nominees for all WMEA Awards.
- 10.10.3.3 Provide completed award applications to the WMEA Executive Director by the May board meeting (paper or digital).
- 10.10.3.4 Coordinate with WMEA and WHSAA regarding district clinic and festival sites and dates. Inform the WMEA President of clinic and festival dates by April 1st. Include information on Executive Board reports.
- 10.10.3.5 Complete the District Festival report by the May board meeting.
- 10.10.3.6 Canvass your district for information concerning upcoming retirees and teachers who have been teaching for 25 years or more. Provide that information to the Retirements Chair at the September Executive Board meeting.

10.10.4 District Events

Each regional district organization is responsible for conducting musical activities within its own district according to the rules set forth in the WHSAA Handbook. It shall also be each district's responsibility to finance its own musical activities.

10.11 APPOINTED OFFICERS

- 10.11.1 The **ADVOCACY CHAIR** shall:
 - 1-1 Keep the membership informed regarding legislative issues of concern on a state and national basis that have a direct bearing on music education.
 - 1-2 Report activities of the NafME Government Relations.
 - 1-3 Be in contact with other state Arts organization and advocacy groups.
 - 1-4 Prepare reports and attend all Executive Board meetings.
 - 1-5 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 1-6 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1, March 1).

- 10.11.2 The **COLLEGIATE MEMBERSHIP CHAIR** shall:
 - 2-1 Promote involvement in NafME and WMEA through CNAFME chapters at all Wyoming colleges and the University.
 - 2-2 Prepare reports and attend all Executive Board meetings.
 - 2-3 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 2-4 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1, March 1).
 - 2-5 Coordinate state-wide CNAFME events at the State Conference.

- 10.11.3 The **MARCHING BAND CHAIR** shall:
- 3-1 Plan and oversee the State Marching Band Contest in conjunction with WHSAA.
 - 3-2 Conduct a meeting of state band directors as needed.
 - 3-3 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 3-4 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1, March 1).
 - 3-5 Time Frame obligations:
 - June
 - 1. Judges contracts.
 - 2. Casper Events Center contract.
 - August
 - 1. Online information and registration materials provided to schools.
 - 2. Trophies and awards ordered.
 - September
 - 1. Confirm entries and complete program.
 - 2. Collect fees and submit to WHSAA in a timely manner.
 - 3. Invite WHSAA Commissioner and WMEA President for awards presentations.
 - October
 - 1. Thank you notes.
 - 2. News release.
 - January
 - 1. Conduct the Marching Band meeting at State Conference.
 - 2. Present changes or concerns at May board meeting.
 - 3. Communicate any approved changes in format to WHSAA.
- 10.11.4 The **MEMBERSHIP CHAIR** shall:
- 4-1 Assist with conference registration set-up. Confirm membership status during conference registration.
 - 4-2 Assist the president in identifying and recruiting new members.
 - 4-3 Provide the membership list to the Executive Committee at the September Board Meeting.
 - 4-4 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 4-5 Prepare membership reports and attend all WMEA Executive Board meetings.

- 10.11.5 The **MUSIC IN OUR SCHOOLS MONTH CHAIR** shall:
- 5-1 Inform the membership of all activities related to Music in Our Schools Month nationally and statewide.
 - 5-2 Promote participation in the event and encourage support from school entities through media promotion and with state and local government.
 - 5-3 Prepare reports and attend all Executive Board meetings.
 - 5-4 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 5-5 Make recommendations to the Elementary Vice-President for clinicians.
 - 5-6 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1, March 1).
- 10.11.6 The **MUSIC INDUSTRY CHAIR** shall:
- 6-1 Act as a liaison between the retail music industry and WMEA.
 - 6-2 Work with the President-Elect regarding the State Conference exhibits.
 - 6-3 Prepare reports and attend the Executive Board meetings.
 - 6-4 Sign and submit Conflict of Interest, WISP and Anti-Trust policy compliance forms at the May board meeting.
 - 6-5 Submit pertinent articles to *Windsong* Editor (deadlines August 1 November 1, March 1).
- 10.11.7 The **RESEARCH CHAIR** shall:
- 7-1 Inform the membership of all innovations, developments and trends occurring nationally and statewide in music education.
 - 7-2 Work with the Elementary and Secondary Vice Presidents to recommend clinics and clinicians for the State Conference.
 - 7-3 Prepare reports and attend the Executive Board meetings.
 - 7-4 Sign and submit Conflict of Interest, WISP and Anti-Trust policy compliance forms at the May board meeting.
 - 7-5 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1 March 1).
- 10.11.8 The **RETIREMENT CHAIR** shall:
- 8-1 Acquire information from District Presidents regarding music educators who are retiring or have taught 25 years or more.
 - 8-2 Be responsible for retired member awards.
 - 1. Confirm names of retirees.
 - 2. Secure plaques for retirees.
 - 3. Research the history of each retiree and present the award at the banquet.
 - 8-3 Be responsible for 25-year teacher awards.
 - 1. Confirm names 25-year awards.
 - 2. Secure clocks or pen/pencil sets for 25-year awards.
 - 3. Present awards at the banquet.
 - 8-4 Be responsible for the Past President and Past Award Winners displays.

1. Store the displays.
 2. Update newly framed photos to the displays.
 3. Place the displays near the registration areas at the annual conference.
- 8-5 Prepare a report and attend WMEA Executive Board meetings.
- 8-6 Sign and submit Conflict of Interest, WIPS and Anti-Trust policy compliance forms at the May board meeting.
- 10.11.9 The **WYOMING JAZZ EDUCATORS CHAIR** shall:
- 9-1 Act as a liaison between WMEA, NafME Society for Jazz Education, and Wyoming Jazz Educators.
 - 9-2 Promote participation in jazz-related events and encourage support from school entities.
 - 9-3 Work with the IN-Ovations Vice President to recommend clinics and clinicians for the State Conference.
 - 9-4 Prepare reports and attend the Executive Board meetings.
 - 9-5 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 9-6 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1, March 1).
- 10.11.10 The **TEACHER EDUCATION CHAIR** shall:
- 10-1 Function as the liaison between WMEA and degree granting music teacher preparation programs in the state.
 - 10-2 Prepare reports and attend the Executive Board meetings.
 - 10-3 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 10-4 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1, March 1).
- 10.11.11 The **TECHNOLOGY CHAIR** shall:
- 11-1 Inform the membership of all innovations, developments and trends in music technology occurring nationally and statewide.
 - 11-2 Work with the Elementary, Secondary, and IN-Ovations Vice Presidents to recommend clinics and clinicians for the State Conference.
 - 11-3 Prepare reports and attend the Executive Board meetings.
 - 11-4 Monitor the WMEA website and inform the Executive Director of necessary updates.
 - 11-5 Serve as the technology expert for all state, division, and national online auditions.
 - 11-6 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at the May board meeting.
 - 11-7 Submit pertinent articles to *Windsong* Editor (deadlines August 1, November 1, March 1).

- 10.11.12 The **WINDSONG EDITOR** shall:
- 12-1 Facilitate the production of the Wyoming Music Educators Association journal.
 - 12-2 Produce three issues per school year, made available by mail or digital format as directed by the WMEA Executive Board in September, December, and April.
 - 12-3 Work with officers of the state, district, and national association to ensure that pertinent information is distributed in a timely manner.
 - 12-4 Solicit advertisers to help finance the publications.
 - 12-5 Keep financial records of advertising revenues and production costs and report to Executive Director.
 - 12-6 Take photographs at important WMEA functions.
 - 12-7 Plan, create, and edit the layout of each issue.
 - 12-8 For printed issues: arrange for commercial printing, access bulk mailing, provide mailing labels, and mail the publication to state members, collegiate members, subscribers and national and division NAFME officers.
 - 12-9 For digital issues: load the journal on the Yudu platform.
 - 12-10 Provide the Yudu link to Executive Director for posting to the WMEA website.
 - 12-10.1 Fall issue is an open link.
 - 12-10.2 Conference and Spring issues are Members Only.
 - 12-11 Secure a current list of appropriate members from the Executive Director, send an announcement with website link via BCC email.
 - 12-12 Send list of advertisers for each issue to the State Executive Director.
 - 12-13 Direct payments to State Executive Director.
 - 12-14 Monthly Responsibilities:
 - February/March, July/August and October/November:
Plan the layout for each upcoming issue. Send copy and ad reminders to advertisers, officers, and the Northwest President. Generate mailing labels.
 - April, August and December:
Collect articles and other copy by deadlines (March 1, August 1, November 1) and place information and ads in layout. Deliver publication to the printer as arranged to meet the scheduled mailing, and/or upload the journal to the digital hosting format. Print invoices to advertisers and send with complimentary copy of the *Windsong*. Mail/announce the publication to members, subscribers, NAFME family, and collegiate members.
September to all music educators.
December and April issues to members only.
Send information to webmaster to post issues to website.

May/June/July

Assemble all financial records for the past three issues. Send past due notices to any advertisers who hold outstanding balances. Contact previous and perspective advertisers with letter and ad contracts for the next year. Send letters and All-State ad contracts to host city businesses. Contact commercial printer and set up production of the *Windsong* for the following school year.