

# **CAPE COD & ISLANDS MUSIC EDUCATORS ASSOCIATION**

## **BY-LAWS            ESTABLISHED 1997-78**

Roberts "Rules of Order" shall be the source of all procedures at all meetings in lieu of specific regulations included in these By-Laws.

### **ARTICLE I**

Section 1. The name of the organization shall be, "The Cape Cod and Islands Music Educators Association", hereinafter called the ASSOCIATION.

### **ARTICLE II**

Section 1. The purpose of the ASSOCIATION is to create a climate of cooperation and sharing among music educators of Cape Cod and the Islands to the end that this communication and camaraderie will result in better music education experiences for the students of all such music educators.

Section 2. Implementation of this purpose shall include the following:

A. The presentation of an annual music festival on Cape Cod and/or Islands for selected students who are members in good standing of similar performing groups of Cape Cod and Islands public and private high schools which shall:

- i. be of educational worth to the student participants,
- ii. be of substantial musical worth to the students,
- iii. be of social worth to the students participating, and
- iv. be a showcase for these students to display their talents to the citizenry of the host community and to others attending the annual concert.

B. Present music education experiences for students of middle school, elementary, and/or junior high level for the express purpose of stimulation and readiness for future musical experiences by these students in their later years, both as students and as amateur musicians.

C. Articulate the message of music education on Cape Cod and the Islands to the lay citizenry via ASSOCIATION presentations and available news media.

D. Cooperate with other musical and cultural organizations in our area, such as the Cape Cod Symphony, Cape Cod Conservatory of Music, and Cape Cod Community Concert Association, to develop the cultural climate which will provide students and others with meaningful and worthy concerts and outlets for musical talents to be expressed and shared.

**CAPE COD & ISLANDS MUSIC EDUCATORS ASSOCIATION BY-LAWS**  
**ARTICLE III**

Section 1. Membership in the ASSOCIATION shall be open to all music educators on Cape Cod and the Islands. Membership called "Associate Membership" shall also be open to other musicians of other related organizations who wish to cooperate with the ASSOCIATION towards meeting the stated purposes of the ASSOCIATION presented in ARTICLE II of these By-Laws. Associate Members must be voted in as members at a duly called meeting by an affirmative vote of 2/3 of the members present. Ten days notice of this action must be given to all members prior to the meeting at which Associate Members are to be voted upon for membership in the ASSOCIATION. Section 2. Expulsion of a member from the ASSOCIATION shall follow the same procedure as given above for Associate Members except that 4/5 of the members present must vote affirmatively for expulsion.

**ARTICLE IV**

Section 1. The officers of the ASSOCIATION must be full-time public or private school music educators employed by schools on Cape Cod and the Islands. Section 2. Committee members and chairpersons must be members or associate members of the ASSOCIATION as defined above in ARTICLE III. Section 3. The officers shall be:

- A. President
- B. Treasurer
- C. Secretary

Section 4. The standing committees shall be:

- A. High School Committee
- B. Middle School Committee
- C. Elementary School Committee

Section 5. Officers and standing committee members shall be elected annually at the ANNUAL MEETING (on the Saturday of the Senior Festival Concert).

**CAPE COD & ISLANDS MUSIC EDUCATORS ASSOCIATION BY- LAWS**  
**ARTICLE V**

Section 1. The duties of the officers are as follows:

A. President. The president shall preside at all meetings and serve as the executive officer of the ASSOCIATION, appoint all necessary committees other than the standing committees, appoint chairpersons of all committees (including standing committees), and call meetings at his or her discretion to further the purposes of the ASSOCIATION.

B. Treasurer. The treasurer shall keep records of all accounts of the Association, pay all bills authorized for payment by the president on behalf of the ASSOCIATION, keep all monies of the ASSOCIATION and deposit them judiciously on behalf of it, and follow the president in succession as executive officer of the ASSOCIATION.

C. Secretary. The secretary shall keep records of all accounts of the Association, report the minutes of each meeting at the succeeding meeting for approval of the members present, be responsible for notification of meetings to the membership at least five days before the meeting upon direction from the president, keep an up-to-date listing of all members with accurate address and telephone information for use by the officers and members of the ASSOCIATION for official business only, and follow the treasurer in succession as executive officer of the ASSOCIATION. Section 2. The duties of the standing committees are as follows:

A. HIGH SCHOOL COMMITTEE. This committee shall be comprised of a host chairperson, a band manager, orchestra manager, chorus manager, jazz band manager and web-site coordinator. It shall be responsible for the annual high school festival and in the case of the jazz manager, the annual jazz band festival. It shall also be responsible for organizing and implementing all workshops, clinics, or other items of a professional nature dealing with high school music educators and music education.

i. Host chairperson will attend to all details of the high school concert festival in his community. This includes, but does not limit him to, appropriate meals, police, tickets, ushers, conductor guest accommodations, printing of program, set-up and clean-up arrangements for all performing organizations.

ii. Each manager will be responsible for selection of director, appropriate music, enough equipment (stands, timpani, bells, etc.), conduct of each group of students at rehearsals and at concert both during performance and during waiting periods before and after performance, selection of members for the group following auditions, and articulation with other managers so a fair distribution of quality players is achieved for all performing groups. A stage band manager will assist the concert band manager but will abide by the judgments of the other three managers regarding the distribution of quality players. The stage band manger will

**CAPE COD & ISLANDS MUSIC EDUCATORS ASSOCIATION-BY-LAWS**  
ARTICLE V (continued)

assume all the other duties on a par basis as regards all other aspects of managing a performing group.

iii. The web-site coordinator shall be in charge of keeping the web-site up to date, and coordinating the computer tabulation process by overseeing the process and the tabulators

B. MIDDLE SCHOOL COMMITTEE. This committee shall be comprised of a coordinator, a band manager, a strings manager, and a chorus manager who shall make all plans and arrangements for middle school (gr. 6, 7 & 8) workshops, and / or festivals. This group may add to this committee, subject to the approval of the president, other members who will assist them in reaching their stated objectives for a particular event.

C. ELEMENTARY SCHOOL COMMITTEE. This committee shall be comprised of a classroom vocal music educator, a string instrument (orchestral) music educator, and one ASSOCIATION member-at-large to plan events for elementary students and/ or music educators which shall be of music education worth to students or teachers.

D. Other committees. The president may appoint committees to work towards the goals of the ASSOCIATION. These committees shall terminate at the discretion of the president during his term of office when their function has been completed or at the end of the tenure of the president. These committees may be reappointed by the next president, but they will terminate at the end of his tenure or at his discretion before it..

ARTICLE VI

Section 1. Meetings shall be held three times a year. One meeting shall be in September, one shall be in February on the Saturday of the festival, which shall be called the annual meeting, and one shall be in June. Officers and standing committee members will be elected at the annual meeting in February. New officers and standing committee members will assume their responsibilities on August first following the election in February.

Section 2. The president shall decide on a schedule of tentative dates for the regular and annual meetings. This schedule shall be posted on the CCMEA Web-Site and a reminder should be sent out by the secretary with direction from the president.

## **CAPE COD & ISLANDS MUSIC EDUCATORS ASSOCIATION BY-LAWS**

### **ARTICLE VII**

Section 1. Amendments to the By-Laws may be made by the affirmative vote of 2/3 of the membership at a regular meeting. The text of the proposed amendment must be included in the notice of the regular meeting at least ten days prior to the date of the regular meeting. No changes in By-Laws may occur at "special meetings" called between regular meetings. Regular meetings are the scheduled meetings in September, February, and June.

### **ARTICLE VIII**

Section 1. In the event of a vote for dissolution of the ASSOCIATION, the assets of the ASSOCIATION shall be turned over to the Treasurer of the Massachusetts Music Educators Association, a non-profit organization, to be used for purposes analogous and consistent with the purpose of this ASSOCIATION.