

**KANSAS MUSIC EDUCATORS ASSOCIATION**

**East Central District**

# **HANDBOOK**



**EDUCATORS ASSOCIATION**

**July 2024**

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**KANSAS MUSIC EDUCATORS ASSOCIATION**

**East Central District**

# **Bylaws**

**Adopted  
December 2017**

**Updated July 2024**

# **Kansas Music Educators Association East Central District Bylaws**

## **Article I-Name**

The corporation name of this association is the Kansas Music Educators Association-East Central District.

### **Section 1-NAfME-The National Association of Music Education**

The East Central District is part of the KMEA (Kansas Music Educators Association) and it shall function as the affiliated state unit of NAFME.

## **Article II-Geographic Boundaries**

The East Central District includes the following counties: Franklin, Johnson, Miami, Osage

## **Article III-Objective**

The objective of this association is the advancement of music education.

## **Article IV-Membership and Dues**

### **Section 1-Active Membership**

Active membership shall be open to all persons engaged in music teaching and other persons with an interest in the advancement of music education who live within the counties that comprise the KMEA East Central District. Active membership shall provide the privileges of participation in the activities of the association including the right to vote, to hold office and admission to the meetings of the association. Active members shall be active members of the National Association for Music Education and the Kansas Music Educators Association.

### **Section 2-NAfME-Collegiate Membership**

Collegiate membership shall be open to students of music education who attend a college or university within the geographic boundaries of the East Central District who are not employed as teachers. Annual dues shall be set by each individual chapter to which shall be added the amount of student chapter membership dues of the National Association for Music Education.

### **Section 3-Life Membership**

The KMEA East Central District shall extend to all persons holding life memberships in the National Association for Music Education the rights and privileges of active membership in the association.

## Article V-Government

### Section 1-Officers

The officer of the KMEA East Central District shall be a President, President-Elect, and Past-President whose duties shall be as follows:

- A. **President** - The President shall preside at East Central District annual business meetings and meetings of the Board of Directors. The President shall have the power to appoint resource persons and committees not otherwise provided for in the bylaws and shall be responsible for the planning of the East Central District Mini-Conventions and perform all other duties pertaining to the office. The President shall have the power to appoint any active member to fill vacancies that may occur among the officers and the board of Directors.
- B. **Past- President**- The Past-President shall serve as advisor to the President, shall have such other duties as may be assigned by the President or the Board of Directors, and assume the duties of the President in the case of disability or absence of the President.
- C. **President-Elect**- The President-Elect shall assist the President in an advisory capacity, and have such other duties as may be assigned by the President or Board of Directors.

### Section 2-Executive Committee.

The Executive Committee of the East Central District Kansas Music Educators Association shall be composed of the President, Past President, and President-elect of the association and the Executive Director serving as an ex-officio member. The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that body.

### Section 3-Board of Directors

The Board of Directors of the East Central District KMEA shall be comprised of the President, President- Elect, Past President, and Honor Ensemble Chairs. The Board of Directors shall:

- 1. administer and be responsible for the business management, educational affairs, and operation of the East Central District KMEA, and for the management and control of the funds thereof;
- 2. have the responsibility for the East Central District KMEA general policies and program of activities;
- 3. determine the time and place of the annual Dinner Meeting, District Mini-Conventions, and Summer Meeting;
- 4. appoint an Executive Director, prescribe duties and compensation (\$2,500 to be reviewed every two years) and have full supervision and control of actions taken by the Executive Director;
- 5. approve the nominees of the Nominating Committee for the office of President-Elect and Honor Ensemble Assistant Chairs.

**Article VI-Elections**

**Section 1-Nominating Committee**

The Executive Committee shall secure the names of candidates eligible for incoming President-Elect and Honor Ensemble Assistant Chairs. Nominations will be received by the Nominating Committee no later than the day of the annual September business meeting in odd-numbered years. The Nominating Committee shall secure the names of candidates for all offices and present these names to the Board of Directors for approval.

**Section 2-District Election of Officers**

Voting for the President-Elect and the Honor Ensemble Assistant Chairs shall begin on November 1 of odd-numbered years and conclude 1 week following the annual District Mini-Conventions. The candidate receiving the most votes shall be elected. A biography and brief statement from each candidate for office will be placed on the East Central District website. Campaigning will not be allowed.

**Section 3-Eligibility to Vote**

Only active members of the East Central District shall be eligible to vote in all elections.

**Article VII-Terms of Office**

**Section 1-President**

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

**Section 2-President-Elect**

The President-Elect shall serve for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on even numbered years.

**Section 3-Past President**

The President assumes the office of Past President for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on even numbered years.

**Section 4-District Honor Ensemble Chairpersons**

The terms of each Honor Ensemble Chair shall coincide with the term of the office of district President.

**Section 5-District Honor Ensemble Assistant Chairpersons**

The terms of each Honor Ensemble Assistant Chair shall coincide with the term of the office of President-Elect.

Section 6-Appointed Board Members

Site Coordinators, Mentor Chairs, and the Music Advocacy Chair, are all appointed and will serve for as long as deemed necessary by the East Central Board of Directors. Appointed Board Members shall serve in a non-voting, advisory capacity. The Board of Directors may create additional positions and appoint chairs as needed to operate the programs of the East Central District.

**Article VIII-Re-Election**

District Officers may not be re-elected to succeed themselves but may be returned to the same office after a period of one or more terms have elapsed.

**Article IX-Administrative Officers**

The East Central District shall have the following Administrative Officers.

Section 1-Executive Director

The Executive Director is the chief professional administrator of the East Central District and is responsible through the District President to the Board of Directors, operating within the by-laws of KMEA and within the policies established by the Board of Directors. In the event of a resignation or incapacitation, executive director candidates shall be nominated by the East Central District Board of Directors. The East Central District Board of Directors will select the new Executive Director by majority vote. The current president shall assume the duties of the executive director if that person becomes incapacitated or resigns until the position is filled by the board.

Section 2-Recording Secretary

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

Section 3-Website Manager

The Website Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for maintaining and updating the association website.

**Article X-Meetings**

Section 1-Board of Directors

The Board of Directors shall meet annually and at the call of the President or upon the joint request of not less than three members of the Board of Directors. A quorum of not less than six members of the Board shall be required for the transaction of business. Authority for emergency or quick action by the Board of Directors may be secured by email or phone and action thus taken shall be effective immediately.



## **Article XI-Affiliations**

### **Section 1-Affiliations**

Such affiliations as set forth above shall not restrict or alter these by-laws, nor shall such affiliations alter the status of the East Central District KMEA in its affiliated organizations, nor operation and activities thereof, nor the rights and privileges of individual members as herein set forth.

## **Article XII-Limitations of Responsibilities of the Officers**

The authority and responsibility for the management of the good will and credit of the association is vested in the Board of Directors but it is expressly understood that neither the Board of Directors nor any member thereof, nor any salaried officer, nor any member of the association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits, or from authorized activities of the organization carried on in good faith in pursuit of the objectives, purposes and activities or authorized by KMEA.

## **Article XIII-Fiscal Year**

The fiscal year of the East Central District KMEA shall be the same as the state KMEA and shall be from July 1 to June 30.

## **Article XIV-Rules of Order**

Roberts rules of Order-Newly revised shall govern in all business meetings of the East Central District KMEA.

## **Article XV-Amendments**

The bylaws may be altered or amended by an approving vote of two-thirds of the active membership. Formal notice of proposed amendments or alterations to the bylaws shall be posted on the East Central District website and send by electronic mail to all active members of the East Central District no later than thirty days prior to the annual dinner meeting in September. Active members may discuss and submit changes to the proposed amendments or alterations at the September dinner meeting. The Board of Directors will review the memberships suggestions and post a final draft of any proposed amendments or alterations to the bylaws on the East Central District website no later than October 1st. Voting will take place at the December Mini-Conventions.

**KANSAS MUSIC EDUCATORS ASSOCIATION**

**East Central District**

**JOB  
DESCRIPTIONS**

**UPDATED  
July 2024**

# Kansas Music Educators Association East Central District Job Descriptions

## I. Board of Directors – Voting Members

### **East Central District President**

#### *Election*

- Takes office on March 1 of even numbered years following completion of a two-year term as President-Elect
- President elected from a rotation of band, orchestra, and choir / general music educators to allow an executive representative at each discipline's mini-convention, if available

#### *Tasks and Responsibilities*

- Execute the duties and responsibilities as outlined in the East Central District Bylaws.

#### *March*

- Email ECKMEA Membership with a summary of decisions made at the ISW and congratulating performing groups, directors, and presenters from the ECKMEA
- Attend KMEA President's Strategic Planning Meeting if requested
- Contact chairpersons regarding website updates for the following years honor ensembles and names of clinicians
- Submit website and calendar updates to webmaster for posting

#### *April / May*

- Schedule summer meeting for ECKMEA Board of Directors.
- Email ECKMEA Board of Directors information for the summer meeting and solicit agenda items.
- Submit changes to Board of Directors to Webmaster for publication on ECKMEA and KMEA websites
- Review ECKMEA Handbook for possible amendments and alterations
- Confirm arrangements for meetings, auditions, and mini-conventions with Site Coordinators
- Review program updates or changes with Advisory Chairs

#### *June*

- Attend KMEA summer board meetings at Friends University in June
- Prepare ECKMEA Board of Directors Summer meeting agenda
- Conduct ECKMEA Board of Directors Summer meeting
- Reserve spirit wear and memorabilia services for upcoming mini-conventions

#### *July / August*

- Submit fall welcome letter for publication on ECKMEA website
- Email ECKMEA membership inviting them to September Dinner Meeting
- Verify that Honor Ensemble Chairs and the Executive Director have received contracts for the December Mini-Conventions
- Review discussion from ECKMEA Board of Directors Meeting and update handbook as needed

- Submit proposed bylaw amendments and policy changes to webmaster for posting
- Prepare ECKMEA Dinner meeting agenda with NAFME, KMEA, and ECKMEA updates

### *September*

- Conduct ECKMEA September Dinner Meeting
- Acknowledge ECKMEA member ensembles and educators selected to perform or present at the ISW
- Collect nominations for Outstanding Educator awards
- Submit Mini-Convention and news updates to webmaster
- Prepare list for online voting per award policies/procedures

### *October*

- Verify honor ensemble audition logistics and other preparations with audition site managers
- Attend KMEA ISW Scheduling meeting, if requested
- Submit list of Outstanding Educator Award Recipients for plaque engraving
- Solicit assistance in notifying Outstanding Educator honorees and their administrators of awards earned
- Schedule presenters for Outstanding Educator Awards
- Schedule scholarship committee meeting

### *November*

- Assist with audition process where needed
- Verify that Honor Ensemble Chairs submit rosters to webmaster by deadlines stated in policies
- Provide rosters to t-shirt and memorabilia representative
- Provide rosters to Mini-Convention printed program editor
- Solicit agenda items for Mini-Convention meetings from NAFME, KMEA, and ECKMEA
- Contact Honor Ensemble Chairs about schedule for director's meetings
- Remind chairs about three year certificates
- Verify with Executive Director and Site Coordinators that all arrangements for respective mini-conventions have been made
- Receive scholarship applications from students
- Conduct scholarship committee meeting

### *December*

- Communicate with Executive Director regarding payment of contracts and receipts
- Announce at assigned concert(s)
- Encourage chairs to email agendas to President and Executive Director. Needed for state report.
- Conduct business meeting at assigned mini convention(s)
- Request minutes from directors' meetings from each mini-convention site
- Review suggestions, comments, and concerns from mini-conventions

### *January*

- Verify that Honor Ensemble Chairs have submitted any required rosters and information to State Level Ensemble Chairs

### *February*

- Attend State Board Meeting at ISW
- Preside over Concerts, clinics and other sessions as assigned by State KMEA President-Elect
- Attend concerts and clinics presented by East Central District educators and performing groups

### **East Central District Past-President**

#### *Election*

- Takes office March 1 in even-numbered years following their term as President

#### *Tasks and Responsibilities*

- Serve as an advisor to the president and assume all duties of the President in-case of disability or absence of the President
- Attend all ECKMEA Board of Directors meetings
- Attend all ECKMEA membership meetings
- Serve on Scholarship Committee
- Attend their respective discipline's December Mini-Convention Meeting and present information from NAFME, KMEA, and ECKMEA as requested
- Present Outstanding Educator Award plaques and scholarships as requested
- Announce at assigned concert(s)
- Any other duties as assigned by the President or Board of Directors

### **East Central District President-Elect**

#### *Election*

- Elected in December of odd-numbered years at the East Central District Mini-Convention and takes office on March 1 following the KMEA In-Service Workshop in even-numbered years
- President-Elect elected from a rotation of band, orchestra, and choir / general music educators to allow an executive representative at each discipline's mini-convention

#### *Tasks and Responsibilities*

- Assist the President at their request
- Attend KMEA Leadership Training in June following their election
- Attend KMEA State meetings as requested
- Attend all ECKMEA Board of Directors meetings
- Attend all ECKMEA membership meetings
- In odd-numbered years, collect list of nominees for Honor Ensemble Chairs and President-Elect
- Submit nominees for Board of Director Positions to webmaster for online-elections in odd-numbered years
- Attend their respective discipline's December Mini-Convention Meeting and present information from NAFME, KMEA, and ECKMEA as requested
- Serve on Scholarship Committee
- Present Outstanding Educator Award plaques and scholarships as requested
- Announce at assigned concert(s)

## **Honor Ensemble Chairpersons**

### *Election*

- Elected in odd-numbered years at the District Mini-Conventions. Serves a two-year term as Assistant Chair (non-voting) and then a two-year term as Chair (voting). Terms of the Honor Ensemble Chairpersons coincide with the term of the President-Elect they were elected with.

### *Honor Ensemble Chairs and Roles*

*High School Band* – ECKMEA Red (56A), Blue (56A), and Gold (1234A) All-District Bands

*High School Jazz* – ECKMEA All-District Jazz Band

*High School Choir* – ECKMEA High School All-District Choirs (Mixed Choir & SSAA Choir)

*High School Orchestra* – ECKMEA High School All-District Orchestras (Blue and Gold)

*Middle Level Band* – ECKMEA 7<sup>th</sup> / 8<sup>th</sup> Grade Honor Band

*Middle Level Choir* – ECKMEA Middle Level Choir (Grades 7 & 8)

*Middle Level Orchestra* – ECKMEA 7<sup>th</sup> / 8<sup>th</sup> Grade Honor Orchestra

*Elementary Level Choir* – ECKMEA 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> Grade Treble Honor Choir

*Elementary Level Orchestra* – ECKMEA 5<sup>th</sup> / 6<sup>th</sup> Grade DaCapo Orchestra

### *Tasks and Responsibilities*

- Provide a high-quality, well-organized, and meaningful musical learning experience for all students in their respective Honor Ensemble(s)
- Follow and enforce all policies and procedures for their respective Honor Ensemble(s) as outlined in the East Central District Handbook
- Ensure fair and objective audition and selection processes are followed for their respective Honor Ensemble(s)
- Assign responsibilities to the Assistant Chair as needed

### *Spring / Summer – following election as Assistant Chair*

- Select clinicians for each of the two-years they will serve as chair
- Solicit suggestions for clinicians from colleagues
- Contact prospective clinicians and provide parameters of the ECKMEA Honor Ensembles
- Obtain verbal or emailed agreements
- Provide contact information for prospective clinicians to ECKMEA Executive Director to issue contracts
- Receive confirmation from ECKMEA Executive Director once contract has been signed and returned

### *Fall – as Assistant Chair*

- Assist Chair as needed to prepare music, make selections, conduct auditions, and ensure a smooth running of the Mini-Convention
- Attend ECKMEA Board of Directors Meetings as requested

### *March – as Chair*

- Communicate website and potential policy / procedure updates to President
- Communicate with clinicians to begin selecting repertoire

### *April / May – as Chair*

- Submit summer meeting agenda items to the President

### *June / July – as Chair*

- Attend ECKMEA Board of Directors summer meeting
- Submit welcome letter to webmaster with reminders of deadlines and fees

### *August – as Chair*

- Finalize repertoire for mini-convention and post on website
- Work with Executive Director to purchase any needed music
- Review and edit Mini-Convention schedule as needed
- Email respective discipline teachers with reminders of audition / registration deadlines and fees
- Submit agenda items to President for Fall Dinner Meeting

### *September – as Chair*

- Attend Dinner Meeting
- Conduct respective discipline meeting at Dinner Meeting
- Facilitate sale of music used by Honor Ensembles in previous years (Instrumental)
- Finish obtaining music and begin preparing folders and music for distribution
- Revise information letter for ensemble participants
- Obtain scholarship application from President for High School Groups
- Submit adjustments to Mini-Convention schedule to webmaster

### *October – as Chair*

- Email entry deadline and fee reminders to respective discipline teachers
- Confirm assignments for assisting with auditions as needed
- Review Mini-Convention Schedule and logistics with Site Coordinators
- Work with Site Coordinator and Executive Director to obtain any needed equipment, instruments, and / or furniture for the Mini-Convention

### *November – as Chair*

- Select Honor Ensemble participants following nomination and / or audition policies and procedures as outlined in the ECKMEA Handbook
- Submit rosters of students selected to Honor Ensembles to Webmaster and President the week following auditions
- Distribute music and folders to selected students in accordance to applicable copyright statutes
- Send invoices to schools as needed
- Send instrumentation lists to clinicians as needed
- Obtain lists of three-year participants for high school ensembles

### *December – as Chair*

- Facilitate rehearsals and performances of respective Honor Ensembles and designated sites
- Assist clinicians as needed during rehearsals
- Receive cashbox from Executive Director

- Solicit assistance from colleagues for needed set changes; program distribution; and admission charge collection
- Notify alternates or substitutes for Honor Ensemble in accordance with policies and procedures outlined in the ECKMEA Handbook
- Preside over respective discipline directors' meeting(s)
- Make announcements introducing clinicians; thanking site coordinators; acknowledging alternates; advertising memorabilia and t-shirt sales; and presenting 3-year certificates as needed
- Submit receipts and bills to Executive Director
- Present payment to clinicians, if requested
- Submit rosters of students eligible to audition for All-State Ensembles to State Chairs as appropriate
- Collect music from student participants as needed

*January / February – as Chair*

- Work with Executive Director to finalize any expenses from the Mini-Convention
- Update records of performance repertoire
- Make a list of any logistical concerns to be discussed at the summer meeting
- In final year, update all records and provide incoming chair with all necessary records



## II. Administrative Staff – Non-Voting Members

### **East Central District Executive Director**

#### *Appointment*

The Executive Director is appointed by the President and Board of Directors. An individual may serve an indefinite term and often for multiple presidential terms.

#### *General Responsibilities*

- Advise the Board of Directors as requested on matters relating to finance, bylaws, policies, and procedures of ECKMEA, KMEA, and NAFME
- Maintain financial and legal records and documentation in accordance with policies outlined by ECKMEA, KMEA, NAFME, and applicable state and federal statutes
- Issue contracts and W-9 forms to all clinicians for Honor Ensembles
- Maintain records of all contracts, tax forms, income, and expenses for seven years
- Maintain the ECKMEA district checkbook and provide monthly and end of fiscal year statements to the ECKMEA Board of Directors
- Negotiate terms and submit orders and purchase requests on behalf of the ECKMEA
- Attend all meetings of the ECKMEA Board of Directors and ECKMEA membership
- Attend KMEA State Meetings as requested by the KMEA State Executive Director
- Collect audition/participation fees for honor groups

#### *March - June*

- Issue contracts to clinicians with information received from Honor Ensemble Chairs
- Finalize payments for remaining contracts and services for the current year
- Issue scholarship payments to colleges after receiving proof of enrollment from recipients
- Prepare financial reports for the financial year ending on June 30
- Prepare a budget proposal to present to the ECKMEA Board of Directors
- Complete a report to file with the KMEA State Auditor after June 30<sup>th</sup> containing:
  - *Copies of all bank statements, investments, savings and checking*
  - *Check register, either a copy of manual or electronic*
  - *List of all ECKMEA owned assets the district owns, i.e., music, speakers, computers, office equipment, etc., and dates purchased*
  - *Invoices or other pertinent documentation for all checks issued*
  - *Copies of financial reports the district has prepared for the current year*
  - *Copies of financial reports the district prepared for June 30th of current year*
  - *Contact information who the auditor can contact with questions, preferably an email address*
  - *Copy of bank reconciliation from June 30th of previous year to June 30th of current year*
  - *Minutes of all meetings*
  - *Information on all deposits for current year with explanation of what deposit was for*
  - *List of all voting board members and what they do*

### *July*

- Prepare ECKMEA Conflict of Interest Statements and Whistle Blower Statements to be signed by all voting members of the ECKMEA Board of Directors
- Attend the ECKMEA Board of Directors Summer Meeting
- Revise the annual budget based upon feedback from the summer meeting and distribute to the Board of Directors
- Update the ECKMEA Handbook to reflect any policy changes implemented by the Board of Directors

### *August*

- Set up and hire meal to be paid for by teachers attending the Fall meeting

### *September*

- Reserve lodging for clinicians who have more than a 2-hour trip for one night unless approved by the President and Executive Director

### *November*

- Before each District Mini-Convention, contact the State Executive Director to obtain a liability form for the site and personnel involved in the convention
- Distribute copies of the liability form to each site coordinator and District President
- Prepare checks for clinician services in accordance with ECKMEA Policies
- At district auditions, pay expenses for the hospitality room with snacks and refreshments, meals for teachers and staff
- Pay program printing costs as approved by the ECKMEA Board of Directors

### *December*

- Prepare a cashbox for making change at each mini-convention site
- Collect remaining registration fees from chairs
- Prepare checks for clinician expenses in accordance with ECKMEA Policies
- Pay site rental, custodial, and security costs as determined by the site supervisor and approved by the ECKMEA Board of Directors
- Pay the expenses of the hospitality room for snacks and refreshments, and meals for teachers / staff
- File signed ECKMEA Conflict of Interest Statements and Whistle Blower Statements with state Executive Director by December 31<sup>st</sup>
- File with the KMEA State Executive Director W-9's for any individual paid over \$600

### *January - February*

- Collect any outstanding audition and participation fees from the Mini-Conventions
- Update the ECKMEA Handbook to reflect any bylaw amendments or alterations approved by the ECKMEA Membership

## **Recording Secretary**

### *Appointed*

- The recording secretary is hired by the ECKMEA Board of Directors

### *Responsibilities*

- Attend all meetings of the ECKMEA Board of Directors
- Maintain complete and accurate minutes of all meetings of the board of directors
- Record and distribute minutes of the Summer Meeting to all members of the ECKMEA Board of Directors

## **Webmaster**

### *Appointed*

- The webmaster is hired by the ECKMEA Board of Directors

### *Responsibilities*

- Maintain the ECKMEA Website and update with information as requested
- Other website and communication services as negotiated. Costs associated with the Webmaster may vary depending on the services required.

### III. Appointed Positions – Non-Voting Members

#### **Site Coordinator**

##### *Responsibilities*

- Arrange for facilities, custodial staff, security, equipment, furniture, and other logistical support as requested by the Board of Directors and Honor Ensemble Chairs
- Solicit and organize adult volunteers and assistance as needed
- Coordinate set-up of rehearsal, performance, and / or audition areas with assistance from Honor Ensemble Chairs as needed
- Order and sell meal(s) and / or concession for participants as needed
- Plan meals and or hospitality room for the directors, clinicians, bus drivers and other volunteers as appropriate
- Submit bills, receipts or invoices for any fees incurred to the Executive Director

#### **Music Advocacy Chair**

##### *Responsibilities*

- Appointed by the ECKMEA Board of Directors
- Work with the State KMEA Advocacy Chair to implement and support Advocacy programs from KMEA and NAFME
- Communicate with school districts, community members, private businesses, and government entities as needed to promote music education
- Assist the ECKMEA Board of Directors and Members with publicity to promote music education as appropriate

#### **Music Mentor Chairs**

##### *Appointment*

- Have a well-established tenure as a music educator
- Appointed by the ECKMEA Board of Directors
- Chairs and assistants may be appointed to represent different disciplines and / or geographic areas as deemed necessary by the ECKMEA Board.

##### *Responsibilities*

- Work with the State KMEA Mentoring Chair to implement and support mentoring programs and activities from KMEA and NAFME
- Work with Honor Ensemble Chairs to help identify educators in the ECKMEA district who are early career educators or new to the ECKMEA District
- Communicate with identified educators periodically to provide advice, support, and answer questions
- Encourage involvement in ECKMEA, KMEA, and NAFME activities and events
- Help maintain an updated database of music educators in the East Central District

**KANSAS MUSIC EDUCATORS ASSOCIATION**

**East Central District**

# **POLICIES**

**ADOPTED  
July 2019**

**Updated  
July 2024**

# Kansas Music Educators Association East Central District Policies and Procedures

## I. General Operations

### **A. Names**

The official name of the organization is the East Central District of the Kansas Music Educators Association. In all documents and communication, the organization may be referred to as the East Central District or alternatively the ECKMEA.

### **B. Membership Requirements**

As outlined in the East Central District Bylaws, all members of the East Central District must also be active members of KMEA and NAFME in order for their students or themselves to participate in any East Central District Honor Ensembles, awards, and programs. KMEA will provide verification of active membership, if required.

### **C. Communication**

The East Central District website will serve as the official point of communication for all matters related to ECKMEA. All East Central District members should maintain updated email addresses through the KMEA Membership system to ensure timely communication regarding the East Central District.

The official address for the KMEA Website is [www.ksmea.org](http://www.ksmea.org) and the East Central District Website is <http://www.ksmea.org/ec/>

### **D. Meetings**

The Board of Directors will generally meet once per year at the Summer Board Meeting to be held following the first KMEA State Board meeting of the summer. The full membership of the East Central District will meet twice per year; once at the Fall Dinner Meeting in September and also, at their respective District Mini-Conventions in December.

As outlined in the East Central District Bylaws, the Executive Committee is authorized to conduct business in the interim between meetings.

### **E. Finances**

The East Central District Executive Director will maintain all financial records for the East Central District. Financial records will be kept in compliance with all East Central District and KMEA policies, IRS Regulations, and applicable state and federal statutes.

The KMEA state auditor will review the East Central District's financial records annually after June 30<sup>th</sup>. A report will be presented to the ECKMEA Board of Directors at the annual Summer Board Meeting and to the ECKMEA District Membership at the Fall Dinner Meeting, as well as the December Mini-Convention.

The ECKMEA Executive Director, in collaboration with the ECKMEA Board of Directors, will prepare and present an annual budget for the district's operations each fiscal year. The budget will be presented at the annual Summer Board Meeting.

#### **F. Facilities and Events**

Several schools throughout the East Central District serve as hosts for the ECKMEA meetings, auditions, and mini-conventions. The current sites and dates are listed here:

*Summer Board Meeting* – changes annually, typically held after first KMEA Summer Board Meeting

*Fall Dinner Meeting* – Gardner-Edgerton High School, Tuesday following Labor Day

*High School Live Auditions* – Gardner-Edgerton High School, 1<sup>st</sup> Saturday in November

*Band Mini-Convention* – Blue Valley High School, 1<sup>st</sup> Saturday in December

*Choir Mini-Convention* – Shawnee Mission Northwest High School, 1<sup>st</sup> Saturday in December

*Orchestra Mini-Convention* – Olathe West High School, 1<sup>st</sup> Saturday in December

#### **G. Schedules**

Rehearsal and performance schedules for the ECKMEA Mini-Conventions will be available on the ECKMEA Website no later than October 1 each year.

#### **H. Music Copyright**

The East Central District will comply with all applicable copyright laws with regard to purchase, distribution, performance, and recording of all rehearsals and performances of Honor Ensembles.

#### **I. Whistle Blower and Conflict of Interest Policy**

KMEA and ECKMEA have adopted a “Whistle Blower” and “Conflict of Interest” policy per requirements as a tax-exempt organization. All voting members are required to sign an acknowledgement of this policy.

#### **J. Act of God**

The East Central District will not refund fees or registration paid to ECKMEA for participation in the mini-conventions, auditions, or other events due to non-attendance of a registrant caused by an Act-of-God. An Act-of-God is deemed to include inclement weather, fire, emergency facility incapacity, or any other event resulting in limited or cancelled participation of the honor groups by the attendee. Exceptions to this policy, although not normally granted, may be approved by a majority vote of the ECKMEA Board of Directors.

## II. Honor Ensembles – General Policies

### **A. Purpose**

The East Central District provides students learning and performance opportunities to further enrich their music education experience. The ECKMEA Honor Ensembles serve to further expand and enhance students' musical performance opportunities beyond their daily classroom experience in a positive manner.

### **B. Eligibility**

In order to participate in an ECKMEA Honor Ensemble nomination process, audition, rehearsal, and / or performance, students must:

- Attend a school that is in good standing with KSHSAA within the geographic boundaries of the East Central District
- Be a student in good standing at their school and meet any applicable KSHSAA eligibility requirements
- Be enrolled in a vocal or instrumental performance class at their school
- Be registered to audition or nominated by an active ECKMEA member
- Have all appropriate registration or audition fees paid on their behalf
- Be registered for the appropriate grade level ensemble

### **C. Registration Process and Fees**

East Central District members must submit their list of student nominations and audition registrations for the ECKMEA Honor Ensembles via the KMEA Audition Manager. This system is accessed through the ECKMEA Website. Only educators with an active KMEA membership may register students. Deadlines for audition registration and / or submission of nominees for ECKMEA Honor Ensembles are as follows:

*ECKMEA High School Choir - Set annually by KMEA (early October)*

*ECKMEA High School Instrumental Ensembles - 2<sup>nd</sup> Week of October*

*ECKMEA Middle Level Ensembles - 2<sup>nd</sup> Week of October*

*ECKMEA Elementary Level Ensembles - 2<sup>nd</sup> Week of October*

Exact dates will be established with the ECKMEA Board in consultation with the ECKMEA Webmaster and published on the ECKMEA website prior to the Fall Dinner Meeting each year. The East Central District assesses a participation fee of \$12.00 per student for all ECKMEA Honor Ensembles except High School Concert Bands and Jazz Band. Due to the increase of audition time, the new participation Fee for the HS Gold, Blue, Red and Jazz Honor Bands are now set to \$18. Fees are charged per registered audition for ECKMEA High School Ensembles and per selected student for Middle and Elementary Level ECKMEA Ensembles. Late registrations are not allowed for non-audition groups.

ECKMEA members are responsible for using the invoice generator found on the ECKMEA website to create an invoice for payment. **Fees must be received by the ECKMEA Executive Director on or before the date of Live Auditions for High School Ensembles or the District Mini-Convention for Middle and Elementary Level Ensembles.**



Late fees will be imposed using the “Audition Registration Deadlines” below. Late fees will be used for registration into all ECKMEA High School Honor Groups and State Choir Audition Registrations. All entries must be submitted using the appropriate registration website.

A late entry fee of \$25.00 will be charged for ECKMEA High School Honor Ensemble audition entries received two-weeks after the deadline. A late entry fee of \$50.00 will be charged for ECKMEA High School Honor Ensemble audition entries received by 11:59 a.m. the night before auditions. In addition, an on-site registration fee of \$100.00 will be charged to register students for High School Honor Ensemble auditions the day of auditions. Effective July 2018, late choir entries are now accepted by the ECKMEA District & State KMEA.

#### **D. Auditions**

Live auditions for all ECKMEA High School Honor Ensembles will take place on the first Saturday in November. Choral students should report at the time designated for their school. Instrumental students should report to the audition site by 7:30 AM and check-in to receive their audition badges, schedules, and instructions. Students who check-in after auditions have begun will not be permitted to audition.

Audition music will consist of the KMEA All-State Audition Material for each area. Audition excerpts and requirements can be found on the KMEA Website. Specific details for each area’s audition process can be found in the ECKMEA Honor Ensembles Procedures section.

**Students may audition for only ONE festival group (band, orchestra or choir).** See NOTE: below for the only exception...

Students who are registered to audition for more than one festival group will be **permitted to audition ONLY for the entry that was submitted first**, based on the timestamp registered with the ECKMEA webmaster. In addition, the teachers who dual enrolled their students will have sanctions filed against them. Administrators will receive a letter of reprimand for each teacher stating that rules have been broken and that if this occurs again, further action will be taken against these teachers.

NOTE: The **ONLY** allowable exception is that Orchestra students may audition for Jazz Band but will have to choose between Orchestra and Jazz Band, if selected. Instrumental students must declare a preference for instrument and ensemble on the registration form. Honor Ensemble Chairs will consider student preference in addition to audition scores, instrumentation, and ensemble quality when placing students who are selected for more than one group (i.e. Flute / Piccolo; Jazz / Concert Band.)

Students must participate in the live audition process to be selected for an ECKMEA Honor Ensemble. The only allowable exception is for students selected for the NafME All-National Ensembles should the All-National performances conflict with the ECKMEA Audition day.

#### **E. Results**

All audition results will be posted to the ECKMEA website as soon as they are available. Audition scores will not be provided to teachers.

## **F. Rehearsals and Performances**

All rehearsals and performances for all ECKMEA Honor Ensembles except High School Concert Bands and Jazz Band will take place on the Saturday of the District Mini-Conventions.

HS Gold, Blue, Red and Jazz Honor Bands will rehearse on Friday afternoon and Saturday. The Friday rehearsal time and location will be set by the High School Honor Chairs depending on availability of rehearsal space.

Choral Practice Tracks: ECKMEA will provide choral practice tracks when it is appropriate to do so. ECKMEA will pay for practice tracks for all choral groups.

## **G. All-State Audition Eligibility**

Students selected for the ECKMEA High School All-District Band, Choir, Orchestra, or Jazz Band are eligible to audition for the KMEA All-State Ensembles, provided they meet all criteria outlined in Section H (Student Participation), and meet any additional criteria set forth by the KMEA State Board.

## **H. Student Participation**

Students are required to participate in all rehearsals and performances of their District Honor Ensemble to be eligible to audition for the All-State Ensembles. Failure to attend any portion of a rehearsal will result in disqualification from the Honor Ensemble and the student will be ineligible to audition for the All-State Ensembles. In the event of an ACT of GOD, the State KMEA Executive Committee will make decisions regarding student eligibility for All-State Ensembles.

## **I. Educator Participation**

All ECKMEA members who register students to audition for an ECKMEA High School Honor Ensemble must assist with the audition process. ECKMEA Honor Ensemble Chairs are responsible for assigning all teachers who register students to audition, a task.

For each 20 registered auditions in each performance area (Band/Jazz, Choir, Orchestra), the school must bring an additional adult to assist with auditions. Example: Auditions 1-20: director must attend. 21-40 a second adult (assistant director if possible). 41-60 a third adult (student teacher/a MS colleague), and so on. Whenever possible this extra adult should also be a music teacher, such as an assistant director, colleague, or student teacher. Parents can also help and will be assigned to door monitoring duties so our professional educators can serve as judges.

*Example: School A has 10 Choral Auditions, 25 Orchestra, and 30 Band/Jazz. This school would provide 1 adult for Choral Auditions, 2 for Orchestra, and 2 for Band/Jazz.*

*Initial registration numbers will be used to determine number of adults per school/per audition area.*

All adults will be assigned jobs by the honor ensemble chairs. Any school that cannot provide their allotment of adults will pay a \$100 fee for each unfilled position. This fee will be used to hire professional judges (private teachers, etc.) at the rate of \$100 for the day.

Timeline: All Adult Helpers will be reported to the respective Honor Ensemble Chair by the Friday 8 Days prior to the Live Audition Date. Following that deadline, the \$100 fee will be assigned to all schools and honor ensemble chairs will work with the executive director to hire professional judges.

The \$100 per position payment will be due prior to the December Mini-Convention.

*The ECKMEA Executive Board must approve any exceptions to this policy.*

Teachers who register 20 students or more should bring an additional adult to assist with auditions. Whenever possible this extra adult should also be a music teacher, such as an assistant director or colleague. The ECKMEA President must approve exceptions to this policy. Schools found not to be in compliance will be assessed a \$100 fine.

#### **J. Audition Support Volunteers**

ECKMEA Honor Ensemble Chairs may request that participating schools seek out additional adult volunteers to assist with running live auditions. Adult volunteers may be parents, other educators, administrators, and / or students enrolled at a local college or university. These adult volunteers may assist with any tasks deemed necessary except scoring or tabulating student auditions. Adult volunteers may not enter an audition room while students are present or auditions are in progress. These tasks might include door monitors, hospitality room attendants, folder distribution, or registration assistance.

#### **K. Clinicians**

Each Honor Ensemble Chair will be responsible for selecting and hiring clinicians to direct each respective Honor Ensemble. The ECKMEA Board of Directors must approve any deviation to this policy. The ECKMEA will provide compensation to each clinician using the guidelines below.

*Clinician Honorariums:* Clinicians and accompanists will be paid the following honorariums for their services. All clinicians and accompanists must submit a signed contract and a recent W-9 to the executive director, in order to receive payment for their services.

*High School and Middle Level Clinicians: \$600.00*

*Elementary Clinicians: \$350.00*

*High School Choir Accompanist: \$300.00*

*Middle Level Choir Accompanist: \$250.00*

*Elementary Choir Accompanist: \$250.00*

*Travel Expenses:* ECKMEA will pay up to \$350.00 for travel expenses for clinicians and accompanists. Receipts and documentation attached to an ECKMEA Voucher Form are required.

*Mileage:* ECKMEA will pay the State of Kansas mileage rate for round trip for mileage to and from the mini-convention.

*Meals:* A meal allowance of \$20 is paid to all clinicians without documentation. A noon meal will be provided to all clinicians, accompanists, participating educators, board members, special guests, and chairs.

*Lodging:* Hotel expenses for guest clinicians, accompanists and board members will be paid if needed the night prior to the mini-convention. Lodging will be arranged and paid for by the ECKMEA Executive Director.

#### **L. Special Musicians**

Special musicians for the honor groups will be paid \$50.00 with no mileage or expenses. There will be a cap of \$200 to potentially be used by each choral and orchestral group.

**M. Extra Instruments**

When repertoire chosen for performance necessitates the addition of instrumentalists, not normally included in the ECKMEA Honor Ensembles (e.g. harp, piano, etc.), the respective ECKMEA Honor Ensemble chair will be responsible for adding a supplemental audition. Notice of a supplemental audition will be posted on the ECKMEA Website no later than one month prior to the Live Audition date. Material for the audition will consist of excerpts from the music to be performed. Auditions may be performed live, if facilities allow, or by recorded audition. The respective ECKMEA Honor Ensemble Chair shall be responsible for securing appropriate judges to hear the supplemental auditions.

**N. Scholarships**

Students in the ECKMEA district are invited to apply for one of up to three scholarships in the amount of \$750.00. The students should be seniors who are members, in good standing, of their high school orchestra, choir, or band. Applicants must intend to enroll in a Kansas college or university and to major in Music Education. Preference will be granted to those students who are members of the ECKMEA All-District Orchestra, Choir, or Bands. Applications may be downloaded from the ECKMEA District Website and should be sent electronically to the President-Elect.

### III. Honor Ensembles – Procedures

#### A. Responsibilities

Each separate musical area (Band, Choir, and Orchestra) and level (Elementary, Middle, and High School) shall periodically review the format of their ensemble and procedures for auditions. Any revisions to the ECKMEA Honor Ensemble Procedures will be submitted to the ECKMEA Board of Directors in order to amend the policy manual. All aspects of the audition, nomination, and selection process shall be outlined in the ECKMEA Policy Manual.

#### B. High School All-District Band

Students in Grades 9-12 may audition for and participate in the ECKMEA All-District Bands.

*Instrumentation:* Three bands will be selected with the following instrumentation.

Bands are 1-6A	Red	Blue	Gold – top placement
Piccolo	1	1	1
Flute	10	10	6
Oboe	4	4	2
Bassoon	4	4	2
Bb Clarinet	18	18	12
Bass Clarinet	4	4	2
Contra Clarinet	1	1	1
Alto Sax	4	4	2
Tenor Sax	2	2	1
Bari Sax	1	1	1
Trumpet	13	13	9
Horn	8	8	6
Trombone	9	9	6
Euphonium	4	4	2
Tuba	6	6	4
Percussion	9	9	9
<b>Total</b>	<b>98</b>	<b>98</b>	<b>66</b>

*Distribution and Quality:* All Bands include all classifications. The Gold Band shall be the top placement group, meaning the top placing piccolo is in the Gold Band, the 6 top placing flutes are 1<sup>st</sup>-6<sup>th</sup> chair in order of their audition, and this follows for all of the sections. For the Red and Blue Bands, selected students will be assigned to each band on an alternating basis (i.e., 1<sup>st</sup> chair to Red, 2<sup>nd</sup> to Blue, 3<sup>rd</sup> to Red, etc.) to ensure two bands of comparable quality. The instrumentation is a maximum guideline. Should the adjudication panel determine that there were not sufficient numbers of well-prepared and capable auditions, then the final instrumentation will be reduced accordingly for those bands.

*1-4A representation:* 66 total spots, matching the instrumentation below, will be reserved for 1-4A musicians. These positions can be in any of the three bands. Students will not be promoted to the Gold Band (top placement) because of classification (there is no quota of 1-4A students

in the Gold band). Should there not be enough 1-4A students on a particular instrument, or in the event that an audition panel determines there were not sufficient numbers of well-prepared and capable auditions, then any empty 1-4A positions will be filled by 5-6A musicians to fill the maximum instrumentation numbers listed in the tables above.

	<b>1-4A Reserved positions</b>
Flute/Piccolo	7
Oboe	2
Bassoon	2
Bb Clarinet	12
Bass Clarinet	2
Contra Clarinet	1
Alto Sax	2
Tenor Sax	1
Bari Sax	1
Trumpet	9
Horn	6
Trombone	6
Euphonium	2
Tuba	4
Percussion	9
<b>Total</b>	<b>66</b>

*Reasoning (for “Institutional Memory”):* Prior to the 2019-2020 school year, the ECKMEA (formerly NEKMEA) honor band structure was two 56A Bands (Red and Blue) and one 1234A Band (Gold). In the 2018-2019 school year, ECKMEA was born (the former NEKMEA split to the current NEKMEA and current ECKMEA). Following the split: The 2018-2019 ECKMEA Gold Honor Band (1-4A) did not completely fill (some sections did not have enough auditionees to fill), while the Red-Blue Bands (56A groups) had all-state caliber performers not make the group due to heavy competition and high audition numbers. The structure of the Gold band being an all-classifications top placement group, and the Red-Blue bands being even split all classifications groups provides an opportunity to have three complete ensembles, provide as many students opportunities as possible, and also provide the strongest honor band experience possible with the highest caliber ensembles. *It is important to reserve the positions for 1-4A schools to ensure participation and opportunity.*

*Audition Instruments:* Students may audition on any combination of instruments; however, an audition fee is required for each registered audition as outlined in the Policy Manual.

*Percussion auditions* are a “total percussion” format. The total percussion audition includes performance on snare, mallets, auxiliary and timpani. Students who do not audition on all instruments are not eligible for acceptance. Accepted students will be eligible to perform on all percussion instruments as assigned by the honor band chairs. Audition music will be selected from the KMEA All-State Audition Materials.

*Audition Process:* The ECKMEA Honor Band Chair shall assign all auditioning students a unique number to ensure an impartial audition process. Students should audition in numeric order, although modifications will be allowed if students choose to audition early. Auditions will be evaluated using the KMEA All-State Audition Rubrics. Judges will score each audition and then provide a final tally of scores to the ECKMEA Band Chair. The Chair will post a list of all selected students on the ECKMEA website.

*Ensemble Selection:* Students are allowed to audition for both Concert Band and Jazz Band but will be unable to perform with both ensembles. Directors will state the students' preference during audition registration. This preference will determine the student's placement if they successfully audition into both ensembles

### **C. High School All-District Jazz Band**

Students in grades 9-12 may audition for the ECKMEA All-District Jazz Band.

*Instrumentation:* One Big Band with standard instrumentation of 5 saxes, 5 trumpets, 5 trombones, 1 piano, 1 guitar, 1 bass, 1 drum set

*Audition Process:* The All-District Jazz Band auditions will occur in conjunction with the All-District Band. The ECKMEA Jazz Band Chair will provide asset of rubrics to the judges. Students auditioning for both jazz and band or orchestra should complete the jazz audition first.

### **D. 7<sup>th</sup> / 8<sup>th</sup> Grade Honor Band**

Teachers may nominate up to six students from their program to participate in the ECKMEA 7<sup>th</sup> / 8<sup>th</sup> Grade Honor Band. A band of balanced instrumentation will be selected from among the top nominations.

*Nominations:* Teachers should nominate top-performing students who will be an asset to the group and will contribute and learn from working with an outstanding music educator. Directors should provide detailed information in their nominations that will best represent each student's ability. (i.e. practical range, other honor band participation, private lessons, other outstanding qualifications). The list of accepted students will be posted on the website and emailed to nominating directors within one week of the nomination deadline. At least one student will be accepted from each nominating school.

Eligible percussionists are students who are strong in all percussion specialties: mallets, timpani, and snare drum. Each selected student will be assigned a mallet part, snare drum part, bass drum or accessory, and other instruments per repertoire requirements. Nominated students would be expected to play any instrument.

## E. High School All-District Choirs

Auditions are open to students in grades 9-12.

*Eligibility:* Students in grades 9-12 are eligible to audition for the ECKMEA HS honor groups. Students ARE NOT allowed to double enroll/audition for more than one honor group.

*Registration:* There is no cap on the number of singers a school may register. Directors are encouraged to submit a balanced representation of all voice parts whenever possible. **No substitutions will be allowed on audition day.** Only students registered by the deadline will be eligible for the KMEA All-State Choirs. Students entered as late auditions are only eligible for the ECKMEA District Choirs.

Students may not audition for a voice part different than what they registered for. **It is the responsibility of the director to communicate with the student regarding voice part registration during the registration period.** Students who show up on audition day with a different part prepared may still audition, but ONLY for the part they are registered for.

*Ensembles and Voicing:* ECKMEA will have an SATB choir and an SSAA choir. Audition scores will be used to populate these choirs on an alternating and rotating system. For example, the top soprano 1 score is placed in the SATB choir, the next score placed in the SSAA, and so on. The following year, the top score goes to the SSAA choir. ECKMEA may require students to learn a part different than their specific audition part in order to ensure balanced voicing in the honor choirs. Sopranos and Altos earning membership to state choir may or may not be placed in the similarly voiced choir for state.

*Audition Repertoire:* The audition pieces and information concerning the mp3 practice files may be found by visiting [www.ksmea.org/hschoir](http://www.ksmea.org/hschoir). Students will sing a portion of each selection for the audition. Audition cuts will be posted on the ECKMEA website, <http://eckmea.org>, by 8 am on the Friday morning before auditions. Directors should share these audition cuts with their students so that cuts are marked in music prior to audition day. After the repertoire portion is complete, students will remain in the room to perform the sight-reading portion of the audition. (See Sight Reading Procedures)

*Audition Times and Blocks:* Participating schools will be assigned audition times in either the morning or afternoon session, all students from each school auditioning during the same session. AM/PM session lists will be published on the ECMKEA website, <http://eckmea.org>, after the registration deadline so the number of auditions within the blocks can be balanced.

*Audition Check-In Procedures:* All students auditioning in the morning must report to the check in table by 7:30 AM or they will not be permitted to audition. Students auditioning in the afternoon must report to the check in table by 12:30 PM or they will not be permitted to audition. Special scheduling requests must be made by the director through the audition chair. Students should bring audition music and a pencil. Dress is casual. Upon check in, students will receive nametag with audition number, place the nametag in an easily visible place on their clothing, then move into the auditorium to receive instructions and to hear a recording of all audition passages as well as sight-singing instructions. Students should have cuts marked in both excerpts prior to arrival. Audition excerpts will be played every 30 minutes. Audition numbers will be called in order to move from the auditorium to the audition rooms. Special scheduling requests must be made by the director through the audition chair **prior to audition**



**day.**

*Audition Process:* Auditions are blind; students will not see judges, and judges will not see students. No student should speak or move into the view of judges while in the audition room. The door monitor will announce the student's audition number.

The audition is performed with a recording that plays all parts on a piano. After the audition selections are complete, a recording will begin to initiate the sight-singing process. (See Sight-Singing Procedures) Three judges will individually rate the student's performance. If you have a student who is visually impaired, please contact the high school vocal chair prior to the audition so the necessary accommodations can be made.

### ***Sight-Singing Procedures:***

The procedures for the sight-singing portion of the auditions are outlined below.

1. After the audition cuts have been played in the warmup area, the procedures for sight-singing will be read aloud. Students may ask questions at this time.
2. After performing selections in the audition room, the recording will initiate the sight-reading process. Every student must sight-sing. Failing to remain in the room for sight-singing will result in disqualification.
3. Students may not talk to anyone who has finished auditioning and they must stand far enough away from the audition room door so they cannot hear the preceding student.
4. The recording will instruct the student to remove the cover sheet and reveal the sight-singing example. Students may not write on the sight-singing example. The student will hear the Tonic triad [Do-Mi-So-Mi-Do-(low)So-Do or 1-3-5-3-1-(low)5-1] played to establish the key for the exercise, after which they may begin practicing. Students will have 45 seconds to practice the selection. Singing aloud during practice is recommended. After 45 seconds, the student will hear *"Please stop."* Students will hear the tonic triad again, after which they will have 30 seconds to perform the exercise. After 30 seconds, the student will hear *"Please stop,"* and be asked to replace the cover sheet. Here is an exact script of what the student will hear when the CD is played:
  - ***"Please remove the cover sheet to reveal the sight-singing example."***
  - Tonic Chord is played [Do-Mi-So-Mi-Do-(low) So-Do or 1-3-5-3-1-(low)5-1].  
***"Begin the practice period."***  
45 seconds to practice  
***"Please stop."***
  - Tonic Chord is played again.  
***"Begin."***  
30 seconds to perform.  
***"Please stop. Replace the cover sheet over the example and thank-you for auditioning today."***

5. Student practice will not be considered as part of the rating. The student should attempt to sing (not hum) the sample as correctly and as smoothly as possible. A point is awarded for each half-measure chunk sung correctly. Zero points, if no chunks are correct. Students will no longer receive an overall score of 1 point for simply attempting the example. **If a student sings the example perfectly the first time, an extra "flow" point is given.** The student may attempt the exercise as many times as they wish during the 30 seconds. Their best score will be one used for their audition. Students may NOT discuss the sample with other students or sing the exercise after leaving the room.

#### *Sight-Singing Exercise Details:*

- All exercises will be 4 measures in length, beginning and ending on the tonic.
- Exercises for each of the four parts will be different, tailored to the appropriate range of the part.
  - Soprano in E-flat Major
  - Alto in D Major
  - Tenor in E-flat Major
  - Bass in D Major
- All exercises will consist largely of stepwise melodic material with a few leaps of the third, fourth or fifth. Basses may expect the cadential octave.
- All exercises will be diatonic, that is, in the key specified without accidentals.
- All exercises may include a dotted rhythm **after** the first chunk.

#### **F. Middle Level Choir**

Middle schools may register up to eight 7<sup>th</sup> and 8<sup>th</sup> grade students for this choir. Students are not auditioned but are selected based on director recommendation. To maintain ensemble balance, students are to be registered in evenly voiced quartets. Students must be able to match pitch and represent the best singers. Students must be able to manage their behavior for the duration of an intense rehearsal/performance.

#### **G. Treble Honor Choir**

ECKMEA members may nominate up to 8 students with unchanged voices in grades 4, 5 & 6. Nominated students must be divided equally between Part I and Part II. Schools submitting an odd number of students should divide them as equally as possible. Students must be able to match pitch and represent the best singers. Students must be able to manage their behavior for the duration of an intense rehearsal/performance.

## H. High School All-District Orchestras

Students in grades 9-12 may audition for the All-District Orchestras

*Instrumentation:* 2 string orchestras with the following instrumentation:

	<b>Blue</b>	<b>Gold</b>
Violin 1	18	18
Violin 2	18	18
Viola	16	16
Cello	16	16
Bass	8	8
<b>Total</b>	<b>76</b>	<b>76</b>

**Audition Process:** The audition process will follow the procedures and guidelines developed for the KMEA All-State Orchestra.

**Distribution and Quality:** For the high school Orchestras, the students selected for their respective orchestras will be based on total points scored on their audition. The Gold Orchestra will have the highest scored auditions until the instrumentation is filled. The Blue will then be the next scores in order until the instrumentation numbers are filled. Should the adjudication panel determine that there were not sufficient numbers of well-prepared and capable auditions; then, the final instrumentation will be reduced accordingly for those orchestras.

## I. Middle Level Orchestra

Educators may nominate up to six (6) students from 7th/8th grade, per middle level building, with no more than 3 violins per 6 nominees from one school.

Directors are responsible for securing individual parts for their students. For the best experience of everyone involved, please take the time to make sure students are prepared for mini-convention.

## J. Elementary Level Orchestra – Da Capo Orchestra

Only students in grades 5 and 6 may be nominated for the Elementary Level Orchestra. Each ECKMEA member may nominate up to 6 students per building assignment, with no more than 3 violins per 6 nominees from one school.

## IV. Awards and Recognition

### **A. Outstanding Educator**

Each year, KMEA Districts honor music educators for outstanding teaching at the elementary, middle school, and high school levels as Outstanding District Music Educators (for band, orchestra and choir). Those teachers are then considered for the KMEA state award, which is awarded by KMEA Leadership at the Annual In-Service Workshop each February. The state honoree is featured in the Kansas Music Review and their biography is placed on the State website.

#### *ECKMEA Outstanding Educator Nomination Process*

- Any East Central district music educator, at any level, may nominate a fellow music teacher
- Educators must have been in teaching for at least ten years; be a member of KMEA; and their program must have shown improvement and / or consistency over the years.
- Nominations will be collected via a form on the ECKMEA Website beginning in mid-August and will cease August 31<sup>st</sup>.

#### *ECKMEA Outstanding Educator Voting Process*

- Nominations will be submitted to the ECKMEA Webmaster and posted on the ECKMEA Website.
- Active members of the ECKMEA may login and vote during the first full week of September
- Results will be posted on the ECKMEA Website following the close of the voting window
- Outstanding Educators will be recognized at their respective Mini-Convention in December

#### *ECKMEA Outstanding Teacher of the Year*

- The ECKMEA Executive Committee will select an overall ECKMEA District Teacher of the Year from among the Outstanding Educator Award Recipients
- The Outstanding Teacher of the Year will serve as the ECKMEA nominee for the KMEA State Educator of the Year Award
- The ECKMEA State nominee will need to complete the State Nomination Form which consists of the form, a resume, a statement of philosophy, and a digital photo of the nominee, and up to ten letters of recognition supporting their candidacy from colleagues, students, and parents
- The State KMEA Teacher of the Year Form must be submitted to the ECKMEA District President by September 20, and then submitted to the KMEA Vice President by October 1

### **B. Honor Administrator**

Each year ECKMEA recognizes an administrator who shows exceptional support for music education.

#### *ECKMEA Honor Administrator Qualifications*

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

#### *ECKMEA Honor Administrator Nominating Process*

- Any active ECKMEA member or group of members may nominate an administrator
- Additional involvement by other persons in the nominee's school district is encouraged
- Nomination application should include: the completed nomination form, nominee's biographical

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

- The application may also include letters of endorsement and clippings of pertinent articles, photographs, or other sources which detail the nominee's distinctive contributions to the field of music education
- Nominations will be valid for the year nominated plus the following year
- The nomination will no longer be in effect if the administrator is selected for the award; leaves the school district in which he/she was nominated, or changes positions within the school district
- All nominations must include the name, address, and phone number of the individual KMEA member(s) submitting the application

#### *ECKMEA Honor Administrator Voting Process*

- Copies of all nominations received by the District Past-President by the nomination deadline will be presented to the ECKMEA Board of Directors
- The selection committee shall consist of the ECKMEA Board of Directors
- The award will be presented during the December Mini-Convention
- The recipient will receive a plaque from ECKMEA and will have their application sent to the State for further consideration

### **C. Outstanding Young Educator**

Each year, the ECKMEA District seeks to identify outstanding early career music educators who have demonstrated outstanding teaching and accomplishment at their respective level and area.

#### *ECKMEA Outstanding Young Educator Nomination Process*

- Any East Central district music educator, at any level, may nominate a fellow young music teacher
- Educators must have been in teaching for at least two and less than ten years; be a member of KMEA; and their program must have shown improvement and / or consistency over the years
- Nominations may be emailed to the ECKMEA President before August 31<sup>st</sup>
- Additional supporting documentation such as a letter of recommendation, support letter from a building administrator or additional colleague, may be submitted

#### *ECKMEA Outstanding Young Educator Voting Process*

- The Executive Committee will review submitted nominations
- The Executive Committee may choose to award zero, one, or more awards depending upon the quality of applications received
- Nominations will remain active for two years if not selected. The original nominating teacher may be asked to provide updated documentation
- Should an educator be selected, they will be recognized on the ECKMEA website
- Outstanding Educators will be recognized at their respective Mini-Convention in December

**KANSAS MUSIC EDUCATORS ASSOCIATION**

**East Central District**

# **APPENDICES**

## Appendix I

### ***ECKMEA District K–12 Mini Convention To Do List***

#### **Chairperson Responsibilities**

1. Submit **PROGRAM** Information by the **DUE DATES** below
  - a. **High School** (band, choir, orchestra): Wednesday following District Auditions
  - b. **Middle Level & Elementary**: 1<sup>st</sup> week of November (or sooner)
2. **Program information submission**
  - a. Program Coordinator will send you a Google Sheet which must be completed with the following information:
    - i. Conductor, Conductor Title, Conductor Location, Conductor Bio (275 words or less)
    - ii. Name of Clinician, along with bio
    - iii. List of Music/Repertoire to be performed with composer/arranger/movements
    - iv. List of any additional musicians who are accompanying any of the groups (Pianist, instrumental accompaniment, etc.)
    - v. School Participation List
    - vi. Any addition information that needs to be included
3. Keep **WEBSITE** updated (information used for the program, as well as parents/teachers/etc.)
  - a. Send updated website information to Troy Johnson, the ECKMEA Webmaster ([webmaster@eckmea.org](mailto:webmaster@eckmea.org)).
  - b. Submit information as frequently as possible & be sure to give webmaster plenty of time to update
  - c. Information should be submitted **IN ADVANCE** of the event
  - d. Information **MUST** include, but is not limited to the following:
    - i. Policies & Procedures
    - ii. Schedule of Events
    - iii. School Map
    - iv. Rosters
    - v. Literature Requirements
4. Coordinate your schedule with the Host site Coordinator for set-up/clean-up, etc. **PRIOR TO the event**

#### **President, Chair Person and Host Site Responsibilities**

1. President Reserve Facilities
2. President will set dates with host sites
3. Facilities Coordinator will secure specific rooms, as needed for the festival
4. Chairpersons will let hosts know what is needed for the event; Host site will confirm specific rooms facilities with chairpersons.

### **Host Site Responsibilities**

1. Order food for director's hospitality room – coffee, water, cinnamon rolls, lunch for directors and clinicians. *All billed to ECKMEA and sent to Executive Director*
2. Assist boosters with ordering lunches for student participants
3. Concessions for students during breaks (if want to earn extra funds)
4. Flowers for purchase (if want to earn extra funds)
5. Custodial coverage for your site (6 AM until after the last concert is done & cleaned up)
6. Plan for set-up rehearsal and concert spaces with chairs, stands, equipment (Friday PM to Sat. PM)
  - a. Choirs: rehearsal chairs, music stands, risers, acoustical shell, rehearsal pianos, performance piano, portable PA system with microphone, amplification for rehearsal pianos, tables for registration.
  - b. Bands: Chairs, stands, percussion, conductor's podium, tables for registration
  - c. Orchestras: chairs, stands, conductor's podium, piano, tables for registration
7. Signage for all rehearsal and performance locations/entrances/exits, etc.
8. Create work orders for transportation and return of equipment
9. Order piano tuning. *All billed to ECKMEA and sent to Executive Director*
10. Order nurse. *All billed to ECKMEA and sent to Executive Director*
11. Order security. *All billed to ECKMEA and sent to Executive Director*
12. Order theater service with lighting and sound. *All billed to ECKMEA and sent to Executive Director*

### **13. Mini-Convention Concerts/Admission to concerts**

- a. Chairperson: Arrange for teachers to collect admission fee for the concert
- b. Executive Director: Supply money boxes for ticket purchases
- c. President: Deliver programs to each concert site
- d. President: Provide tickets for use at each concert site
- e. President-Elect: Deliver "complimentary" tickets to sites
- f. Site Coordinator: Provide students/parents to sell tickets for the concert events
- g. Site Coordinator: Provide students help at the t-shirt & plaque booths (3-4 students/parents if needed)
- h. Site Coordinator: Sell flowers for parent boosters to sell before the concerts (additional fundraiser for the host school if desired)
- i. Arrange for student/parent booster help throughout the day (collect money for lunches, direct parents/students/concert attendees, assist in each rehearsal area)
- j. Make arrangements for changing stage set-up
- k. Make directional signs to tape up on doors and in hallways
- l. Clean-up crew
- m. Teach staff the organization for admission to concerts and clean up
- n. Communicate before the day of the clinic and do not be afraid to ask for help.

### **Other helpful items for Site Coordinators:**

1. Provide hanging clothing racks on wheels (if needed) for students to leave performance attire (mark each rack with gender specific signs)
2. Provide changing rooms for both genders, esp. high-school aged singers who will need to change into and out of their formal attire
3. Send out building map to chairpersons so they can send it to parents and teachers.
4. Break-out rooms will need to be available
5. Please ask chairs if they will need sectional rooms for student rehearsals



## **APPENDIX II**

### **East Central Kansas Music Educators Association Investment Policy Statement**

*Adopted this 8<sup>th</sup> day of July 2019 by the ECKMEA Board of Directors*

#### **General Policy**

This Investment Policy Statement has been adopted by the Board of Directors of the East Central Kansas Music Educators Association (ECKMEA) to provide guidelines for the investment of funds held by the association. This Investment Policy Statement was adopted by the ECKMEA Board of Directors on July 8, 2019.

#### **Operating Funds**

Those funds expected to be spent in the normal course of business during the current or near future budget fiscal years.

#### **Reserve Funds**

Those funds which are held in reserve in the case of:

1. Unexpected capital requirements or other emergency situations which may arise in order to maintain the integrity of the association's operations and service to its membership.
2. Unbudgeted funding for service activities of the association as provided by the interest and not the principle of the investment.

#### **Procedures**

##### **Investment Advisor(s)**

It is anticipated that from time to time the services of a registered investment advisor(s) may be sought to assist in managing portions of the ECKMEA funds. The following procedure shall be followed to engage a new or replace a current registered investment advisor(s).

1. The Executive Director will recommend the hiring or replacing of an investment advisor(s) to the Executive Committee who will recommend to the Board of Directors who shall have final approval.
2. The investment advisor(s) will be selected based on the following criteria: investment philosophy, historical performance, experience of key personnel, and financial viability.
3. The investment advisor(s) will have discretion over equity selection and diversification consistent with ECKMEA's stated investment objectives, risk tolerance, asset allocation, liquidity requirements and restrictions as set forth in this Investment Policy Statement. ECKMEA will track selections and pose questions whenever selections seem to run contrary to policies set forth in this Investment Policy Statement. ECKMEA reserves the right to disapprove of any transactions.

##### **Revisions**

In order to ensure that the Investment Policy Statement is consistent with the current mission of ECKMEA and accurately reflects the current financial condition of the association, the Executive Director and/or the members of the Executive Committee, as needed, will review the Investment Policy Statement and make recommendations for change to the ECKMEA Board of Directors for final approval

## **Operating Funds**

### **Purpose**

The purpose of the Operating Funds is to provide sufficient cash to meet the financial obligations of ECKMEA in a timely manner for the normal operations of the association.

### **Investment Objectives**

The investment objectives of the Operating funds are as follows:

1. Preservation of capital.
2. Liquidity.
3. Optimize the investment return within the constraints of (1) and (2) above.

### **Investment Guidelines**

The Executive Director, under monthly review by the Executive Committee, shall be authorized to invest the ECKMEA Operating Funds as follows:

1. A checking account, including the interest accrued and/or fees charged to maintain such an account.
2. Federally Insured Certificates of Deposit not to exceed \$20,000 including accrued interest at commercial banks or savings and loan institutions.
3. Transfer of excess cash from Operating Funds to Reserve Funds within the constraints of (1) and (2) under Investment Objectives above.

### **Maturity**

The maturities on investments for the Operating Funds shall be limited to a maximum of 1.0 years.

### **Reporting**

The Executive Director shall prepare the following reports on the Operating Funds.

1. A monthly report on all cash flow to the Executive Committee, describing each income and expenditure for the month with an end-of-month cash balance.
2. An annual report (at the first board meeting following the end of the fiscal year) to the Board of Directors describing monthly cash flows by categories and an end-of-year cash balance. (NOTE: Only the Executive Committee may view the individual salaries and benefits of ECKMEA employees. The Board of Directors may see total funds spent on salaries, but not the salaries of individual employees.)

## **Reserve Funds**

### **Purpose**

The purpose of the KMEA Reserve Funds is to conservatively grow capital for future association needs while maintaining minimal liquidity in the case of unexpected requirements. The Reserve Funds consist of funds invested through various investment advisors.

### Investment Objectives

The objectives of the Reserve funds are to pursue a long-term goal designed to maximize the return without exposure to undue risk as defined herein. The investment strategy of ECKMEA is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income. The investments shall be undertaken in a manner that seeks to insure preservation of the capital of the overall portfolio while attaining a rate of return, net of fees and taxes, if any, within ECKMEA's investment risk constraints. The initial goal of ECKMEA is to increase the Reserve Funds with investment advisors to a market value of no less than 100 % of the association's annual operating budget. Once this goal is attained, the longer-term goal of the reserve funds will be reviewed and updated. (As of this Investment Policy Statement, this goal is \$25,000.) The goal of the Reserve Funds in the ECKMEA Fund is to continue to grow the Fund principal so that interest earned may be used to fund ECKMEA service activities.

### Investment Guidelines

The investment policies and restrictions presented in this Investment Policy Statement serve as a framework to achieve the investment objectives at a level of risk deemed acceptable.

1. **Cash:** Cash holdings typically are to be minimal and maintained in an interest bearing account at a comparable rate of return to the federal market. If financial circumstances dictate, a maximum of 100% cash allocation can be realized.
2. **Equities:** The equity portion of the portfolio should be maintained at a risk level roughly equivalent to that of the equity market as a whole.
3. **Bonds:** Investments will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums.
4. **Alternative Investments:** The objective of alternative investments is to provide exposure to non-traditional asset classes outside of equities and bonds. In doing so a reduction of risk and volatility can be achieved.

### Asset Allocation Targets

<b>Investment/Asset Class</b>	<b>Target Allocation</b>	<b>Minimum Allocation</b>	<b>Maximum Allocation</b>
Cash	0%	0%	100%
Equities	60%	20%	80%
Bonds	30%	20%	80%
Alternative Investments	10%	0%	20%

### Restrictions

The investment advisor(s), except for the alternative investment funds, is prohibited from investing or engaging in: private placements, letter stock, options, securities whose issuers have filed a petition for bankruptcy, short sales, margin transactions, any speculative investment activities, commodity transactions, direct investments in real estate, loan money, or permit the lending, mortgage, pledge, or hypothecation of any asset.

### Rebalancing

On an ongoing basis, as ECKMEA or the investment advisor(s) deem necessary, ECKMEA's portfolio shall be rebalanced to meet the asset allocation targets. If any of the diversification percentages are exceeded due to changes in market values, divestiture is required in a reasonable and timely manner unless otherwise determined by the Executive Director in conjunction with the Executive Committee.

### Reporting and Profit/Loss

The Executive Director shall prepare the following reports.

1. On an annual basis and at the end of the fiscal year, a report by category allocation of the Reserve Funds with the investment advisor(s) including a report of the overall growth/loss for the fiscal year. In general, profits in interest from these funds will be reinvested as principle into the Reserve Funds accounts.

## **APPENDIX III**

### **East Central Kansas Music Educators Association (ECKMEA) Records and Emergency Contingency (REC) Plan**

*Adopted this 10<sup>th</sup> day of August, 2019  
by the ECKMEA Board of Directors*

#### **I. OWNERSHIP OF ASSETS**

The following are owned by and sole property of ECKMEA and shall under no circumstances be considered or deemed the property of the ECKMEA Executive Director or any ECKMEA Officer or Board Member:

- a. ECKMEA's financial records,
- b. ECKMEA's organizational records,
- c. ECKMEA's monetary funds (accounts and investments), and
- d. Physical property purchased by ECKMEA or with ECKMEA funds.

#### **II. FINANCIAL RECORDS**

##### **a. Bank Accounts.**

1. All ECKMEA accounts held at banks (including checking and savings accounts, certificates of deposit, and other accounts not managed by investment firms), shall be accessible by the Executive Director, the President, and the Vice-President (the "Officers").
2. Forms required for access by the financial institution holding these accounts shall be signed by all of the Officers.
3. Only one signature shall be required to sign checks.
4. Although these accounts are normally managed by the Executive Director, any one of the Officers may individually sign checks or access any account at any time.
5. No Officer, acting under this Section, may sign any check in excess of ten thousand dollars (\$10,000) without first receiving written consent from a majority of the Executive Committee.

**b. Investments.**

1. All ECKMEA investments managed by an investment advisor shall be accessible to one of the Officers.
2. All forms required by the investment firms holding these accounts shall be signed by all three of the Officers.
3. Any one of the Officers may individually view balances in the accounts and authorize an investment advisor to move funds within the account in accordance with the procedures set forth in the ECKMEA Investment Policy.

**III. ORGANIZATIONAL RECORDS**

- a. All paper and electronic records and communications pertaining to the work of the East Central Kansas Music Educators Association (including, but not limited to, those records and communications created and managed by the employees, elected officers, and appointed officers of the association) are the sole property of ECKMEA.
- b. The Executive Director is charged with overseeing and maintaining the organizational records of the association (including, but not limited to, government compliance documents, historical records of the association (including official minutes of meetings), and other printed or electronic materials (programs, policies, forms, etc.).

**IV. EXECUTIVE DIRECTOR – Emergency Contingency Plan**

- a. The Executive Director of the Association may be deemed incapable of executing the duties of the office by a unanimous vote of the remaining three members of the ECKMEA Executive Committee (President, President-Elect, and Vice-President). Incapacity is defined as the inability to properly or faithfully execute the duties of office, and may be caused by, but is not limited to, death, injury, mental incapacity, or release from employment for dereliction of duty or illegal activity.
- b. In the event of a vote of incapacity, the President of ECKMEA will execute the following plan, either in person or by proxy:
  1. Notify all financial institutions holding ECKMEA funds or investments and remove the Executive Director as a signatory on these accounts.
  2. Notify the ECKMEA Board of Directors.
  3. Notify the ECKMEA employees to report directly to the President until such a time as an Executive Director or Acting Executive Director is hired.

4. Take possession of all ECKMEA's financial records, organizational records, and physical property in possession of the Executive Director.
5. Arrange for all ECKMEA mail and e-mails intended for the Executive Director to be forwarded to the President.
6. Manage the financial accounts of the organization (including, but not limited to, paying bills, making deposits, and oversight of investment accounts).
7. In a timely manner and in consultation with the other Executive Committee members, hire a new Executive Director or appoint an Acting Executive Director until such time as a permanent replacement can be found.
  - i) Any Executive Committee member or ECKMEA employee is eligible to serve as Acting Executive Director until such time as a new Executive Director has been ratified.
  - ii) A new Executive Director shall be selected within 3 months of the vote of incapacity.

## APPENDIX IV

### *Kansas Music Educators Association Records Retention Policy*

*Adopted this 10<sup>th</sup> day of August, 2019 by the ECKMEA Board of Directors*

#### **I. GENERAL POLICY**

- a. The EAST CENTRAL KANSAS MUSIC EDUCATORS ASSOCIATION (ECKMEA) shall retain financial and organizational records for the period of their immediate or current use (unless longer retention is necessary for historical reference or to comply with contractual or legal requirements).
- b. Records and documents outlined in this policy include paper and electronic files regardless of where the documents are stored; including network servers, desktop or laptop computers, handheld computers and other wireless devices.
- c. It shall be the responsibility of the ECKMEA Executive Director to maintain association records and to ensure association-wide compliance with the policy and procedures outlined in this Records Retention Policy.
- d. ECKMEA record/document destruction shall comply with all applicable Kansas and Federal laws and will follow the retention guidelines stated in this document.

#### **II. RETENTION AND DESTRUCTION OF ECKMEA RECORDS**

In accordance with State and Federal laws, ECKMEA employees, elected officials and appointed officials shall not knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department, agency of the United States or in relation to or contemplation of such matter or case. If an official investigation is under way (or even suspected), document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, ECKMEA has the following document retention policy:

- a. **Computation of Time.** Regarding the following subsections, time shall be computed as follows:
  1. For reports, audits, receipts, statements, and all records and documentation relating to KMEA projects and transactions, the time of retention shall be deemed to begin at the time of creation.
  2. For personnel records, service-related documentation, and all records and documentation relating to services provided by an individual (employee, officer, board member, third-party service provider, etc.), the time of retention shall be deemed to begin at the conclusion of the individual's service(s) (resignation, dismissal, conclusion of services, etc.).



- b. **Permanent Records.** The following shall be retained for an undefined period of time (not less than ten (10) years), and shall not be destroyed without the express written consent of the ECKMEA Executive Committee and ECKMEA Board of Directors:
1. Organizational Documents (Articles of Incorporation, Constitution and Bylaws, Tax Exempt Authorizations);
  2. Official approved minutes of Board meetings;
  3. Audit records and annual year-end financial reports to the Board of Directors;
  4. Depreciation records (from audits);
  5. Form 990 and supporting documents;
  6. Trademark registrations;
  7. End of fiscal year Investment records;
  8. Board membership lists;
  9. ECKMEA District concert programs and recordings
- c. **“Seven Year” Records.** The following shall be retained for at least seven (7) years and for such further time as may be mandated by the ECKMEA Executive Committee and ECKMEA Board of Directors:
1. Accounts payable;
  2. Accounts receivable ledgers and trial balances;
  3. Bank Statements;
  4. Cancelled checks;
  5. Expense Records;
  6. Invoices from vendors;
  7. Purchase orders;
  8. Purchase Receipts;
  9. Sales records;
  10. Contracts for Services, including W9 documentation;
  11. Records of investments and donations (except as stipulated above);
  12. Inventory reports; and
  13. Employee and contracted hires tax records (Forms 941, W2, 1099, etc.)
- d. **“Three Year” Records.** The following shall be retained for at least three (3) years and for such further time as may be mandated by the ECKMEA Executive Committee and ECKMEA Board of Directors:
1. Insurance policies that have expired
  2. Board member compliance records (Whistleblower and Conflict of Interest Forms).