HANDBOOK

Published by
Florida Music Educators Association, Inc
402 Office Plaza Drive
Tallahassee, Florida 32301-2757
800/301-FMEA
www.flmusiced.org

This Handbook is intended for use by the FMEA Board of Directors and Committee Chairs.

September, 2011 edition

Table of Contents

FMEA Mission: 1
Purposes and Use of This Handbook 1
FMEA Calendar Highlights 2
Chapter 1: Organization and History of the Florida Music Educators Association 3
National and State Organizations 3
The National Association for Music Education (NAfME) formerly MENC 3
Florida Department of Education 4
Florida School Music Association 4
Component Organizations of FMEA 4
Affiliate Organizations of FMEA 5
FMEA Headquarters Office 5
FMEA Archives for Official Papers 5
Philosophical & Historical Foundations of FMEA 6
Brief History of FMEA and FSMEA 7
History of Florida Music Performance Assessments 7
Chapter 2: Membership and Services 9
Types of Membership 9
Benefits of Membership 9
Component Membership 10
Membership Year 11
NAfME Publications ..... **Error! Bookmark not defined.**
FMEA Publications 11
Chapter 3: Governance 15
Board Meetings 15
Reports 15
Annual Business Meeting 15
Nominating Committee for State Officers 15
Criteria for Selection 16
Time of Election 16
Assumption to Office 16
CONSTITUTION and BYLAWS 17
Constitution 17
PREAMBLE 17
ARTICLE I – Name 17
ARTICLE II – Object 17
ARTICLE III - Membership 17
ARTICLE IV –Board of Directors 17
Article V - Disposition of Assets in Case of Dissolution 17
ARTICLE VI– Amendments 18
BYLAWS 19
ARTICLE I - Mission 19
ARTICLE II - Organization 19
ARTICLE III - Membership 19
ARTICLE IV - Governance 20
ARTICLE V - Nominations and Elections 21
ARTICLE VI – Association Staff 21
ARTICLE VII – Fees and Dues 21
ARTICLE VIII – Quorum 22
ARTICLE IX - Committees 22
ARTICLE X - Official Publication 22
ARTICLE XI - Criteria for Component Associations 22
ARTICLE XII –Membership Year 23

ARTICLE XIII - Fiscal Year 23
ARTICLE XIV – Amendments 23
Chapter 4: Committee Structure 24
President's Responsibilities to Committees 24
General Structure 24
Ad Hoc Committees 24
Standing Committees 24
Membership of Standing Committees 25
Standing Committee Chairs 25
Meetings of the Committee Chairs 26
Meetings of Standing Committees 26
Descriptions of Standing Committees 26
Awards 26
MIOSM 29
Finance 27
Editorial Committee 27
Florida Music Industry Council 28
General Music Committee 28
Government Relations Committee 29
Hall of Fame Committee 29
World Music Awareness Committee 29
Nominating Committee 29
Research Committee ..... **Error! Bookmark not defined.**
Retired Members 30
Special Learners 30
Technology 30
Black Caucus Representative 26
CNAFME Advisor 26
Tri-M Coordinator ..... **Error! Bookmark not defined.**
Mentor Committee 29
Emerging Leaders Committee 27
Chapter 5: Awards and Recognition Program 32
FMEA Hall of Fame 32
Music Educator of the Year 33
Administrator of the Year Award 33
School Board Award for Excellence in Music Education 33
Distinguished Service Award 33
25-Year Service Award 33
Innovative Program/Project Award 34
Music Demonstration School Award 34
Leadership Award 34
Conference Service Award 34
Howard A. Doolin Memorial Award 34
Chapter 6: Annual In-Service Clinic-Conference 35
Responsibilities of Officers and Committees 36
FMEA President 36
FMEA President-Elect 36
FMEA Past-President 36
Component Presidents 36
Committee Chairs 37
Calendar for Planning 37
Financing 39
Board Expenses 39
Local Hosts 39
Clinicians for Components and Committees 40
Equipment 40
Registration Fees 40
Mini-Concerts 40
Concert Hours 40

Exhibits and Showcases....41
Housing Procedures....41
Student Eligibility for All-State Ensembles....41
Proposals for New All-State Ensembles....42
General Information....42
Registration Procedures and Fees....42
Wearing of Badges....43
Chaperon Policy....43
Student Conduct....43
Communication....44
Tickets - All-State Concerts....44
Fairness Formula....44
Conference Scheduling....45
Sample Workshop Schedule....**Error! Bookmark not defined.**
Sample Rehearsal Schedule....**Error! Bookmark not defined.**
All-State Concert Procedures....45
Exhibits and Exhibitors....45
Announcement and Assignment....45
Exhibit Booth Fees....46
Industry Sessions....46
Application and Acceptance....46
Scheduling....**Error! Bookmark not defined.**
Chapter 7: Financial Policies and Procedures....47
Accounts....47
General Guidelines....47
Budget Submission Calendar....47
Committee Budgets....48
Committee Travel and Meetings....48
Officer Travel and Meetings....49
Standard Expense Rates and Procedures....49
Reimbursement Procedures....50
Policies Regarding Clinic-Conference....50
State Magazine Policies....51
Reserve Accounts....51
Audits and Reports....52
Whistleblower Protection Policy....52
Record and Retention Policy....53
Open Records and Public Inspection Policy....53
Conflict of Interest Policy....53
Executive Director Compensation and Business Expense Reimbursement Policy....54
Other Activities....55
Chapter 8: Publications....56
The *Florida Music Director*....56
Regular Content....56
Focus Issues....56
Submission Deadlines....56
Guidelines for Submitting Copy....56
Advertising....57
Permissions to Reprint....57
Research Perspectives in Music Education....57
Guidelines for Submission....57
Position Papers....58
Reference Documents....58
Appendix A – FMEA Presidents....59
FMEA and FSMEA Presidents....59

FMEA Mission:

The mission of the Florida Music Educators Association is to promote quality, comprehensive music education for all Florida Students as a part of their complete education.

Purposes and Use of This Handbook

This handbook provides information that clarifies and defines the board and member operations of the Association. It accompanies the FMEA Constitution, By Laws, and Office Personnel manual. This handbook provides information not available in documents such as the FMEA Constitution, Bylaws and handbooks of the FMEA component associations and affiliated organizations.

The purpose of this handbook is:

1. To provide information about the Florida Music Educators Association,
2. To make possible the effective and smooth operation of FMEA,
3. To instruct officers, committee chairs, and members with respect to their fiduciary duties and responsibilities,
4. To set forth operational and financial policies and procedures of FMEA, and
5. To make possible the smooth transition from one FMEA administration to the succeeding administration, thus assuring the continuity of the association.

Every effort has been made to make this handbook as complete as possible. At times, however, sources outside this handbook will have to be consulted for the latest information. Such sources may include minutes of official meetings, special bulletins, and correspondence. As policies are changed or adopted, they will be distributed for insertion in this book so that it is kept current.

It is imperative that the handbook and constitutions of the component and affiliated organizations of FMEA be consonant with each other. The information contained in this handbook is to be used in conjunction with the constitutions and the handbooks of component associations, and in conjunction with the constitution of the National Association for Music Education (NAfME) formerly MENC.

Charge to Board Members

Presidents of each component organization have the responsibility to serve on the FMEA board as the representative leadership of their component organization.

Presidents of component groups are charged with the responsibility of communicating the plans, needs, and actions of the FMEA board to their individual component boards and members and reporting to the FMEA board the concerns of their respective boards and members. Committee chairs have similar responsibilities.

Officers and committee chairs should study the constitutions and bylaws of their respective component groups and of FMEA, and should study this handbook fully to understand their duties and responsibilities.

Officers should be alert to identifying person in their organization that should be nominated for positions of leadership in FMEA and as candidates for divisional and national offices. Officers should seek opportunities to work in the national program of activities of the National Association for Music Education (NAfME).

FMEA Calendar Highlights

July

FBA Annual Summer Convention and Board of Directors Meeting
FVA Annual Summer Convention and Board of Directors Meeting

August

FEMEA Annual Summer Conference and Board of Directors Meeting
FAAE Leadership Summit

September

FMEA Board of Directors Meeting
Deadlines for memberships in: FSMA, Component Associations for All-State auditions

October

Fall Workshops: FCMEA, FMSA, FCNAFME, FOA
FBA: Marching Music Performance Assessments (MPAs) begin

November

Annual ACDA Fall Workshop/Clinic
FBA: Marching Music Performance Assessments (MPAs) continue

December

FBA Board of Directors meeting

January

FMEA Annual In-Service Clinic-Conference and All-State Concerts
Component Associations: Board of Directors Meeting and General Business Meetings
Florida Legislative Session begins January 10, 2012.

February

FBA, FOA, FVA: District Solo-Ensemble MPAs

March

Music in Our Schools Month
FBA, FOA, FVA: District Concert MPAs
Arts Day at the Capitol

April

FBA and FOA: State Solo-Ensemble MPA
FMEA Board Retreat as scheduled
FBA, FOA, FVA: State Concert MPAs (dates will rotate)

May

FBA, FOA, FVA: State Concert MPAs (dates will rotate)
FMEA Board of Directors Meeting and Component Associations Boards meetings

Summer

FMEA Summer Leadership Institute
FMEA/World Drumming

Chapter 1: Organization and History of the Florida Music Educators Association

The mission of the Florida Music Educators Association is to promote a high quality music education for all Florida students. The Florida Music Educators Association (FMEA) is a federated state unit of the The National Association for Music Education (NAfME) that requires concurrent membership and has as its primary purpose the advancement of music education in Florida.

Membership is open to anyone upon the payment of dues. Active membership, however, with the right to vote and hold office, is reserved for those actively engaged in teaching, supervising, or administering of music in elementary and secondary schools, colleges or universities in Florida. FMEA is a federated state unit of The National Association for Music Education (NAfME) and membership in FMEA requires a concurrent membership in NAfME.

The FMEA is composed of various components groups and affiliated organizations representing specialties within the music education profession. An organizational chart will be found at the end of section. The Presidents of each component organization comprise the FMEA Board of Directors.

This component structure has been one of FMEA's strengths over the years. The components are able to address specific needs in each area with a thoroughness and depth that might not be possible in a larger, more diversified group. FMEA addresses issues, which affect all areas of music education.

The officers of FMEA are elected statewide and consist of a President, President-elect, and Past-President and a member-at-large. The governing and executive powers of the association are vested in the Board of Directors, which consists of these named officers and the presidents of the component associations. Ex-officio members of the Board of Directors include the Executive Director, the FMEA Parliamentarian/Historian, Treasurer, the State Consultant for Music Education in the Florida Department of Education, the Executive Director of the Florida School Music Association, and the Editor of the official state magazine, the *Florida Music Director*.

Much of the work of FMEA is done in its committees, the chairs of which are appointed by the FMEA President.

National and State Organizations

The National Association for Music Education (NAfME)

As a state unit of the NAfME: The National Association for Music Education, formerly known as MENC FMEA members enjoy the privilege of participating in the activities, programs, and services that NAfME formerly known as MENC sponsors for the benefit of its members. The FMEA president serves on the Board of Directors of the Southern Division of NAfME, and is a member of the NAfME National Assembly, which is an advisory body to the National Board of Directors of NAfME.

Members of NAfME are eligible for appointment to national committees, which help plan and administer music activities and advance the cause of music throughout the nation. NAfME, through the work of committees and individuals who are experts in their fields, makes available to its members music lists, rating sheets, music building plans, and numerous other publications dealing with subjects vital to music education. NAfME also serves as a national advocate for music and arts education.

NAfME holds biennial National Conferences in even-numbered years. An effort is made to hold these in various parts of the country so members from all parts of the country will have better chances to attend.

The NAfME is at present divided into six divisions, Eastern Division, North Central Division, Northwest Division, Southern Division, Southwestern Division, and Western Division. FMEA is part of the Southern Division, which is composed of eleven states in the southeast including Alabama, Florida, Georgia, Kentucky Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia.

Divisions hold annual meetings. These meetings are generally centered on a single-focus issue or are structured as leadership improvement conferences. Since they involve fewer people than the national conference, there is a much greater opportunity for FMEA members to participate in the activities of Southern Division activities.

Many FMEA members have held responsible positions as committee chairs, committee members and officers in the Southern Division of NAfME.

Florida Department of Education

FMEA maintains a close relationship with the Department of Education. The Florida Legislature prescribes programs and services through their statutory authority. Educational policy for all public education institutions is established by the State Board of Education consisting of the Governor and elected cabinet officers. The Florida Department of Education provides leadership, technical assistance and regulatory functions for the district school systems. In the Division of Public Schools are subject area consultants, such as the “Program Specialist for the Arts” who serves as an ex-officio member of the FMEA board. The Department often seeks input and technical expertise from the various professional associations in the state, which become in effect partners with the Department. In addition specific programs aimed at music and arts programs of DOE's other activities affect music programs in one way or another. For these reasons, the state music consultant is an ex-officio member of the FMEA Board of Directors.

Florida School Music Association

The FSMA is a membership association of schools governed by the board of directors consisting of middle school and high school principals, school board members, superintendents, music educators, Department of Education, and representatives of FBA, FMEA, FMSA, FOA, and FVA. The association is charged with the responsibility of providing fiduciary responsibility , ensuring student safety, and implementing consistent procedural policies for statewide music activities. Schools wishing to enter band, chorus, or, orchestra in a Music Performance Assessments (MPAs) sponsored by FBA, FOA, and FVA must be members of the Florida School Music Association.

Component Organizations of FMEA

The FMEA is composed of several component and affiliate organizations. Florida is somewhat unique in that the FMEA is itself an umbrella organization and is concerned with activities that effect all music education. Activities that deal specifically with a particular area are handled by component organizations. Currently, the six component organizations are:

The **Florida Bandmasters Association** whose chief purpose is to promote, expand and improve the band programs in Florida schools and professional growth for band directors;

The **Florida College Music Educators Association** addresses the concerns unique to music programs in colleges, universities and community colleges.

The **Florida Collegiate NAfME** is comprised of our future music educators and seeks to improve opportunities and experiences for college students before they become practicing educators.

The **Florida Elementary Music Educators Association** whose purpose is to unite and strengthen the professional standing of all elementary music teachers in order to encourage more effective teaching of music;

The **Florida Music Supervision Association**, which deals directly with curriculum standards, facilities, and programs from the perspective of district level administrations;

The **Florida Orchestra Association** with programs and activities geared specifically toward orchestras and string programs and the professional growth of orchestra directors and string teachers;

The **Florida Vocal Association** whose purpose is to promote and develop interest in vocal and general music, the improvement of school choral groups in Florida's secondary schools, and the professional growth of choral directors;

Procedures and criteria for becoming a component member of FMEA are set forth in Article XI of the FMEA bylaws.

Affiliate Organizations of FMEA

Much of the membership of affiliate organizations is duplicated in the component associations and affiliates do not, therefore, meet with the FMEA Board of Directors on a regular basis. Many times they work through the component most closely allied with their particular interests.

Currently the affiliate organizations consist of the:

- Florida Association of Schools of Music,
- Florida Chapter of the American Choral Directors Association,
- American String Teachers Association,
- Florida Unit of the National Association of Jazz Educators,
- American Orff-Schulwerk Association,
- Florida Alliance of Arts Education.
- American School Band Director’s Association

FMEA Headquarters Office

FMEA's Office is housed in an association owned office building located in Tallahassee, providing a stable point of contact with FMEA. The FMEA staff is responsible for the day-to-day operations of FMEA, provides a variety of support services for the officers, committees, and membership, and produces FMEA publications, including the *Florida Music Director* magazine. An office library is maintained at the site and includes NAfME publications, copies of all FMEA publications, reference documents on association legal and organizational affairs, State of Florida school laws, Department of Education publications affecting music and arts programs, and recordings of most FMEA All-State concerts.

The Florida School Music Association and Florida Music Foundations whose purposes are closely aligned to those of FMEA will share office facilities in the Tallahassee office building.

FMEA Archives for Official Papers

Official papers that are not of immediate use to FMEA and component organizations are stored at the FMEA headquarters in Tallahassee, Florida. They were formerly housed at the University of Florida library.

Also housed in the archives are the bound volumes of the *Florida Music Director*, the pages of which contain a detailed history of FMEA. These materials are available to researchers engaged in historical research in the field of music education in Florida.

Philosophical & Historical Foundations of FMEA

The Florida Music Educators Association differs from many state music educators groups in that it was formed by component organizations, which were operational prior to the founding of the FMEA. The Florida Bandmasters Association, the Florida Orchestra Association and the Florida Vocal Association had been in existence for several years primarily for the purpose of operating festivals and in-service programs.

In the early 1940's leaders in the component organizations began to sense the need for a program which would encourage cooperative efforts in things common to all school music organizations. There was a growing conviction that there be one voice representing music education in Florida. It was also strongly believed that a direct link to national and interstate organizations was essential to consistent growth and development of music education in Florida.

The basic premise upon which the Florida Music Educators Association was developed was that the common interests of all components would best be served by cooperative efforts. The FMEA current Strategic Plan identifies the following areas of focus:

- Provide professional development in support of the Florida Department of Education curriculum and assessment initiatives.
- Devise a networking system to assist individual teachers and school districts.
- Focus on developing leaders for music education.
- Direct advocacy/government relation efforts in partnership with appropriate groups.

Based on these ideals the Florida Music Educators Association was formed in 1944 with Otto Kraushaar as the first president. The original components were the Florida Bandmasters Association, the Florida Orchestra Association and the Florida Vocal Association. The president of each of these components was to be a member of the Board of Officers of FMEA. There were three elected officials voted by the total membership: President, Vice President, and Secretary/ Treasurer. Of the three elected officers, one was to be from each component thus assuring a balance of representation. Later developments saw the institution of the office of Secretary-Treasurer as a permanent office and the use of the immediate past president as a member of the Board of Officers. V.D. Sturgis of Sarasota served as Secretary-Treasurer from 1950 to 1958. Upon his retirement Wallace Gause served in this capacity until 1985.

In 1958, the Florida Elementary Music Educators Association, which from the beginning, had functioned within the Florida Vocal Association, was installed as a full voting component organization.

In 1960, the Florida College Music Educators Association became a regular component organization. In 1980, the Florida Collegiate NAfME became a full voting component organization, and the state status was extended to the Florida Music Supervision Association in 1986.

With an FMEA membership of over 2,600, the need for a full-time executive director was acknowledged and William Bouknecht was hired in 1985 following Wallace Gause. During 1988, FMEA established a permanent home with the purchase of its own office building in Tallahassee in order to be close to the operations of state government. Subsequently, a larger building was purchased to accommodate expanding arts coalitions.

Florida has, through these cooperative measures, developed a strong voice in state and national music education. It has realized, in great part, the ideals expressed by the early leadership and has developed a comprehensive professional development in-service and All-State program that works to ensure quality music education in Florida.

Brief History of FMEA and FSMEA

The Florida Music Educators Association was founded in 1944. It was an association of White music teachers and music directors teaching in the schools of Florida. The Florida State Music Educators Association was founded in parallel fashion in 1951. It was an association of Black music teachers and music directors teaching in the schools of Florida.

Both of these associations were the result of combining the membership of existing associations, which became component groups of the respective Music Educators Associations. For example, the Florida Bandmasters Association was founded in 1936. In parallel fashion, the Florida Association of Band Directors, a Black association, was founded in 1940. The first Florida School Vocal Clinic had been held in 1938. In the academic year 1966-67, the two separate music associations, FMEA and FSMEA, merged into a single association under the name Florida Music Educators Association. Any detailed history, for the period prior to 1966, of the Florida Music Educators Association, therefore is also the history of the Florida State Music Educators Association.

The detailed history of FMEA is contained in the serial issues over a period of more than 40 years of the *Florida Music Director* magazine. History is also found in several theses and dissertations on various phases of the work of the association.

History of Florida Music Performance Assessments

Florida Music Competition Festivals, as they were originally known, had their beginnings in Tampa about 1927 when the Tampa Chamber of Commerce under the direction of A.Y. Dickenson began to host them and supply adjudicators from around the nation. Instrumental and vocal contests were also held and solos and ensembles were part of the program. These continued until the formation of the Florida Bandmasters Association and the Florida Vocal Association in the mid-1930's.

The formation of these two organizations, followed by the formation of the Florida Orchestra Association, led to the development of contests, Evaluation-Festivals and philosophies that still influence Music Performance Assessments as they are operated today, under the oversight of the Florida School Music Association. The following statements are indicative of the thinking presented in the early years:

1. Contests should improve the total program. Concert performance, sight-reading and marching (for bands), as well as solo and ensemble and special unit performance should be integral parts of the contest.

2. Membership in the component organization was by individual, not by school, with individual directors to be held responsible for upholding rules and regulations of the contest.

3. Grading would be by divisions (three at that time -- later changed to five). Use of the term first place or champion was not to be allowed.

Growth of the school music program and interest in contests led to the development of districts in 1947. Originally there were six districts and participation in the district contest, plus earning a First Division or Superior, was necessary to qualify for participation in the state contest. During these years the Florida Bandmasters Association and the Florida Vocal Association each operated the contests within their respective fields. The Orchestra contest was for the most part held in conjunction with the Band contest.

Continued development of the school music program in Florida mandates a continual redistricting process in bands and choruses. At the present time there are more than double the numbers of the original six districts. Orchestras have been separated from the band and the Florida Orchestra Association operates festivals of its own. Participation in state band and vocal festivals grew continually until they were too large for one site and the state was divided geographically to accommodate them.

In the early 1950's the Florida High School Athletic Association expanded to become the Florida High School Activities Association and assumed supervision of many non-athletic school activities including music festivals and related events. The respective components of FMEA still set standards and rules for

participation in festivals. Tremendous growth and changing times have brought about refinements and changes in procedures, but have not altered the basic philosophy developed in the 1930's.

After 1997, extra-curricular music activities came under the supervision of the Florida School Music Association. *Rules and Regulations for Interscholastic Music Activities* are published by FSMA annually and may be obtained from the FMEA/FSMA website (www.flmusiced.org). [See the brief description of FSMA on page 4]

Chapter 2: Membership and Services

The very core of the association is its membership. Membership in the association speaks volumes about an individual's concern and commitment toward music, music education, and about the association's credibility in representing the music education profession.

Types of Membership

As a federated state unit of The National Association for Music Education NAfME formerly known as MENC, members of the Florida Music Educators Association (FMEA) are also members of NAfME. Furthermore, anyone holding membership (except as an honorary member) in FMEA/NAfME may also be a member of any FMEA component association. Several categories of membership exist.

Full Active membership is open to anyone engaged in the teaching, supervision, or administration of music in elementary and secondary schools, colleges or universities within the state. This category of membership carries with it the right to vote on business matters of the associations, to hold office, and upon compliance with registration requirements to be admitted to all meetings.

Associate Membership for individuals is for private music teachers or individuals not currently teaching who wish to belong to FMEA and would like to attend the conference, receive the Florida Music Director, and legislative information and alerts throughout the year. This membership does not provide voting privileges or access to the All-State audition process.

Full Retired membership is open to those who have retired from the teaching, supervision or administration of music.

Active Retired membership is available for those who retired under provisions of Florida Law and wish to retain the rights of active membership.

Collegiate membership is open to all students studying music education at the college level who are not currently actively employed in the profession.

Patron membership is open to individuals, organizations, institutions and business firms.

Honorary membership may be elected by a unanimous vote of the FMEA Board of Directors.

Associate Membership for Organizations is for booster groups, community music groups (bands, orchestras, choruses, etc.) who wish to join FMEA. This membership will allow two (2) designees to receive the Florida Music Director, to register for the FMEA Confere3nce and to receive legislative information and alerts. Organizations under this membership also receive discounts for the Florida Music Director advertising and for exhibition at the conference.

Florida Music Industry Council promotes the benefits of music, music making and music education through advocacy, education and guidance. FMIC will have one non-voting representative on the FMEA Board to offer advice and guidance from the music industry.

Benefits of Membership

The Florida Music Educators Association and The National Association for Music Education (NAfME) provides a variety of services for their members. One of the most important benefits of membership is a sense of professional pride in belonging to an association that is the unified voice for all of music education. Members enjoy the privileges of participating in and receiving benefits from:

- Annual in-service training clinic/conference including All-State concerts conducted by nationally known clinicians;
- District and state meetings where members network and exchange ideas as

well as present their performing groups for evaluation by outstanding music educators;
- Workshops that offer the latest methods and materials;
- Arts Day At the Capitol" where performing groups statewide present their talents in Tallahassee;
- National Biennial Conferences of NAfME where music educators from all over the U.S. can learn from the best music educators in the country;
- Summer music clinics, some with university credit;
- A number of member service, merit, and professional awards;
- The aggressive work of an extensive list of active committees including General Music, World Music Awareness, Government and Community Relations, Public Relations, Special Learners, Research, Retired Members, Teacher Education, Technology, Budget/Finance, and Awards.

Members also receive:

- Monthly magazines including *The Florida Music Director* and two bimonthly publications, *Music Educators Journal* and *Teaching Music* to keep informed of the latest developments, news, and clinical expertise in our profession.
- Periodic bulletins and journals from both FMEA
- Specialized journals through upgraded memberships such as the *Journal of Research in Music Education*, *General Music Today*, and *Update* - a report focused on research studies; *Journal of Music Teacher Education*, opportunities for membership in many Societies of NAfME such as Society for General Music, Society for Music Research, Society for Music Teacher Education;
- The opportunity to subscribe to *Research Perspectives on Music Education*, a Florida research journal published annually;
- Specialized books and promotional items from an extensive catalogue of publications maintained by NAfME and FMEA that members may purchase at a discount.

.

Component Membership

Members of FMEA are encouraged to join the FMEA component that represents their specialty. These component organizations offer many services that are not available from FMEA/NAFME alone. Note that all classes of membership in component organizations (except honorary members) are required to also be members of FMEA/NAfME. The components of FMEA are:

Florida Bandmasters Association which offers services to band directors including monthly bulletins, participation in All-State auditions, music lists, monthly district meetings with other band directors, and a summer convention focusing on topics of interest and professional growth for band directors.

Florida Orchestra Association that offers to its member's professional growth experiences through in-service sessions at the FMEA Conference, a Fall Workshop, and participation in All-State and State Music Performance Assessments.

Florida Elementary Music Educators Association that provides membership services which include sessions at the annual FMEA Clinic-Conference that focus on elementary music topics/research. FEMEA sponsors the FMEA All-State Elementary Chorus for Florida upper elementary students at the January Clinic-Conference and sponsors a Summer conference, district workshops and district festivals when appropriate, district newsletters, a networking system for elementary music teachers, a video lending library, and Mini-grants for innovative/exemplary teaching practices in elementary music education. FEMEA also provides statewide advocacy for elementary music education to all Florida elementary principals on a regular basis.

Florida College Music Educators Association offers its members a joint fall conference with the supervisors association and the student NAfME groups, as well as sponsoring sessions at the FMEA Annual Conference.

Florida Vocal Association provides its members with a Handbook, music list and the right to participate in All-State auditions. They also sponsor a summer pre-school convention during which attendees receive complimentary music and workshops on topics specifically aimed at the choral and general music teachers.

Florida Music Supervision Association is the organization for those whose responsibilities include the supervision of music programs at the district level. FMSA has authored a number of documents regarding curriculum, school facilities for music programs and has an active network of sharing "how-to" information. Their fall conference is shared with FCMEA and FCNAfME.

Florida Collegiate NAfME is the college student unit of CNAfME/FMEA which provides college students who are interested in becoming music educators a chance to be involved on a professional level. FCNAfME prepares its members by providing opportunities for making contacts and connections, developing networking skills, and providing a business environment experience for the student. FCNAfME also develops leadership skills by providing opportunities to serve on an executive board. In addition to these interpersonal and professional skills, FCNAfME offers students a reduced rate on conventions and membership through their first year as a professional teacher.

Membership Year

The membership year of FMEA and all components is from July 1 through June 30. Procedures for payment will be determined by the FMEA Office, published in the magazine and posted on the website. Membership questions should be directed to the FMEA Office.

.

FMEA Publications

The ***Florida Music Director*** is the official state magazine of the FMEA and is published eight times each year, in August, September, October, November, December, Feb/March, April, and May. It contains feature articles, news items, and regular columns by the FMEA and component leadership. A subscription to the magazine is included in membership dues.

Research Perspectives in Music Education is compiled FMEA Research Committee Chair and the Florida College Music Educators Association. It is published by FMEA as research articles are available, but usually annually. It is also is available on-line at www.flmusiced.org under resources & links. This journal gives researchers an opportunity to publish their findings and provides research information to music teachers who are not regularly involved in research activities.

FMEA also publishes, as needed, position papers on topics affecting music and education, major research papers, and brochures on membership, awards programs, and FMEA's Legislative Program.

NAfME Programs and Resources for Members

NAfME Website (www.nafme.org)—Featuring new content regularly for band, chorus, general music, orchestra, jazz, future teachers, and higher education; interactive forums with online mentoring; and My Music Class®, the online teaching resource exclusively for our members. Find frequently updated information on member-ship, events, programs, and publications. Free resources available only to members include resume posting, e-books on various music education topics, and online journals for general music, research, and teacher education. A section devoted to the National Music Education Standards, a database of music education product and service com-panies, and copyright, advocacy, and career resources are among the many offerings.

Advocacy Planning and Strategy Support— Whether your program seems to be doing fine or you've got a really tough situa-tion on your hands, NAfME offers an advo-cacy support option that's right for you. Via regular advocacy training and skill develop-ment exercises, we can help build capacity for state and local level action and assist in mapping out plans of action for implementa-tion at a moment's notice. Whether you're an advocacy rookie or a seasoned veteran, we're here to help and only an e-mail away. Con-tact NAfME staff at advocacy@nafme2.org for help with resources, campaign planning, messaging tips, or even just with general policy questions.

NAfME Advocacy Groundswell—Advocacy is a part of every music educator's job. Now, NAfME offers a way to make your advocacy efforts easier and more effective. Ground-swell is our online community of members and supporters engaged in consuming real-time policy news, participating in advocacy initiatives, and engaging in lively discussions about strategy and issues. Visit Groundswell and enter a world of up-to-the-minute advo-cacy information and updates. When you join our Groundswell network, you can post con-tent, comment, and even start forum topics and groups. You too can play a critical part in the national music education advocacy movement! Sign up to connect with NAfME and your colleagues at advocacy.nafme.org today!

My Music Class® is an idea center and lesson plan library filled with standards-aligned teaching ideas and resources for you to use in your classroom or rehearsal room. All resources are free and available only to NAfME members. My Music Class is also a place where you can share your own exper-tise with fellow members by adding your own lesson plans, teaching tips, or rehearsal techniques.

Social Networking Opportunities—Keep in touch with NAfME and your fellow members. Follow NAfME on Twitter (www.twitter.com/NAfME), become a fan of NAfME on Face-book (www.facebook.com/nafme), and make connections through our LinkedIn group (www.linkedin.com).

"Make Your Case" Database—This database provides material to help music education advocates build support for threatened music programs and communicate with school board mem-bers, administrators, legislators, and other advocates. Information in five searchable categories (anecdote, document, quote, re-search report, and statistic) on a wide range of music education issues can be used for advocacy efforts and communications, such as speeches before civic groups, testimony before school boards, letters to or phone calls with legislators, and meetings with prin-cipals or superintendents.

Music Education Week—This national an-nual event takes place every summer, and of-fers an exciting schedule of events, including in-depth investigations in key areas of music education, student and adult performances, learning from a hands-on environment, advocacy, networking, and more. The event is an opportunity for music educators to gather together to exchange ideas and infor-mation and to discover the latest in products and services, teaching strategies, and current issues and trends in music education.
Music Education Week in Baltimore, MD, June 21–26, 2012

Music Educators National Conference—A biennial forum for music education researchers, music teacher educators, college students, and PreK-12 teachers interested in the cutting edge research and pedagogical innovations that will shape the future of the profession. This is *not* the traditional NAfME biennial conference of years past. It is de-signed to provide opportunities for leaders in research, pedagogy, and practice to present their ideas to the field and to learn of new data, approaches, and ideas from colleagues across the nation.
Music Educators National Conference, March 29 - 31, 2012, St. Louis, MO

Periodicals

As part of NAfME membership, active, retired, collegiate, affiliate, and corpo-rate NAfME members receive *Music Educa-tors Journal (MEJ)* and *Teaching Music (TM)*. ***Music Educators Journal*** (issued quarterly) offers timely articles on teaching approaches and philosophies, current trends and issues in music education, classroom techniques, and the latest in products and services. ***Teaching Music*** (issued 6 times per year) focuses on practical articles in specific areas and includes guidance on technology, advocacy resources, and "how-to" articles. Members can elect to receive the *Journal of Research in Music Edu-cation (JRME)*, the venerable, peer-reviewed journal that contains research reports with thorough analyses of theories and projects by respected music researchers.
Online Journals—The following three online journals are available to all members free of charge. Printed yearbooks for selected years are available for purchase.
General Music Today (GMT)—A respected peer-reviewed journal that offers high-quality articles to keep you on top of emerging trends, effective lesson ideas, and new mate-rials for teaching general music at all levels.
Journal of Music Teacher Education (JMTE)—A peer-reviewed journal focusing on topics of interest to professors involved in music teacher training, with information on state-mandated curricula, certification issues, reform movements, methods courses, and more.

***Update: Applications of Research in Music Education*—**Practical applications for research findings in general music, choral, instrumental, and special topics in music education. This peer-reviewed journal offers information in a jargon-free, easily accessible style.
Free Online Access to Back Issues of Journals—NAfME members can view back issues of all NAfME periodicals except *Teaching Music* in their entirety online, at no charge. (Print issues are available for purchase.)

Music Education Mentors—Expert mentors in music education offer online profes-sional development opportunities to NAfME members by contributing to NAfME's online networks during the school year. NAfME members who post questions at the band, orchestra, chorus, jazz, and general music networks can get expert advice. A list of mentors and their dates of participation is posted on the NAfME Web site each month.

NAfME Online Career Center—The Online Career Center provides current listings of open positions for all specialties and levels in music education. All NAfME members seek-ing jobs can also list personal information and qualifications at no charge. Offered year round.

Biweekly Member News Update—All members can elect to receive important and time-sensitive music education news and action items by e-mail every Friday. Contact MemberServices@NAfME2.org to subscribe. Add "News@NAfME2.org" to your white list to ensure delivery.

Special Research Interest Groups (SRIGs)—As a NAfME member, you are invited to receive free e-mail newsletters from NAfME's Special Research Interest Groups (SRIGs). Make your selection from: Adult and Com-munity Education, Affective Response, Assessment, Creativity, Early Childhood, Gender Research in Music Education, His-tory; Instructional Strategies, Learning and Development, Music Teacher Education, Perception and Cognition, Philosophy, Social Sciences, or all SRIGs.

***In Tune Monthly*—**NAfME's secondary school teachers receive free subscriptions to *In Tune Monthly,* the magazine written for music-making students in grades 7–12. *In Tune* is published monthly eight times from October through May each school year.

***Teach and Travel Magazine*—**NAfME's secondary school band and choral teachers receive free subscriptions to the Student and Youth Travel Association's magazine *Teach and Travel.*
NAfME Publications—NAfME has a co-pub-lishing agreement with Rowman & Littlefield Education. Search for NAfME member-au-thored books at www.rowmaneducation.com. NAfME members receive 25% off all NAfME books (use code NAfME25).

Student Opportunities: All-National Honor Ensembles; Tri-M® Music Honor Society; U.S. Army All-American Marching Band; NAfME Collegiate Membership; BMI/John Lennon Songwriting Scholar-ships; NSBA Electronic Composition Talent Search, and more

Music In Our Schools Month® (MIOSM®)—To raise public awareness of the importance of music education, NAfME sponsors Music In Our Schools Month (MIOSM). March is of-ficially designated MIOSM in your community and across the nation. Music programs are featured in schools everywhere, and stu-dents, parents, teachers, administrators, and members of the community are made more aware of the importance of music education for all students. To help spread the word, awareness items such as banners, T-shirts, buttons, lapel stickers, and other fun advoca-cy materials are made available by NAfME to display in the classroom, share with friends, and give to members of the community.
Concert for Music In Our Schools Month—A project to offer music educators and students throughout the world the opportu-nity to raise their voices and instruments in song at one coordinated time in March dur-ing Music In Our Schools Month. Resources include DVDs, free sheet music, accompani-ment tracks, printable arrangements, lesson plans, and performance presentation ideas. The concert is a great opportunity to raise community awareness of the importance of school music programs. *March 8, 2012*

Teaching Guitar Workshops—Sponsored by the NAfME Guitar Education Team (NAfME, The Guitar and Accessories Marketing Association, NAMM—International Music Products Association, and the Mary Pappert School of Music at Duquesne University), these free summer workshops on guitar teaching techniques are open only to NAfME members. In addition to the instruction, workshop participants receive

a free guitar, free guitar publications and accessories, and three graduate college credits from Duquesne University. The entire package is worth about $2,000, and participants pay only travel and housing expenses. Workshops take place at various locations around the country.

Performance Rights from ASCAP and BMI—Through an agreement with ASCAP and BMI, NAfME- or State MEA-sponsored groups led by active NAfME members are granted performance rights of music managed by these organizations. (This covers only performances sponsored by NAfME or state affiliates of NAfME.) However, if members wish to record their students' performance of any work, permission must be obtained through Harry Fox Agency.

Group Insurance Plan—Through an agree-ment with Forrest T. Jones & Company, Inc., NAfME offers a variety of group insurance coverages for you and your family, for low monthly costs and full protection. Free term life is available to new members during the first year of membership. Other insurance plans available to all members include term life, professional liability, private practice pro-fessional liability, long-term care insurance evaluation service, disability income protec-tion, personal auto, Headstart, accidental death and dismemberment, and Life After 50. First-year members have the option of free life insurance. For more information, call Forrest T. Jones & Co., Inc., at 1-800-265-9366.

NAfME Health Benefits Program—The NAfME Health Benefits Program has been designed to provide our members with comprehensive health insurance benefits at a price they can afford. The program is administered by leading providers of national association benefits programs, Forrest T. Jones and Co., Inc. For specific features of this program call 1-888-715-6584.

ID Theft Assist—Identity theft is the fastest growing crime in America, affecting millions of people each year. It only takes seconds for someone to steal and use your personal information, but it could take years to com-pletely restore your identity. ID Theft Assist is a partnership between a leading credit bureau and a respected 24/7 crisis response team providing a comprehensive identity re-covery system. NAfME has arranged to pro-vide this valuable protection for members. To learn more, call 1-800-265-9366.

Songfile®—Under U.S. Copyright law, recordings of student performances must be properly licensed. Using Songfile®, an initiative of NAfME, The Harry Fox Agency (HFA), Music Teachers National Association (MTNA), and the Music Publishers' Association (MPA), is an easy way for NAfME members who plan to make and distribute 2,500 copies or less of their recordings to obtain the necessary mechanical licenses for cover versions of songs. Through Songfile, educators can obtain licenses for CDs and permanent digital downloads from Harry Fox Agency's entire database of over 2.3 million songs in all genres. Visit www.harryfox.com/educator.

Chapter 3: Governance

The FMEA Constitution provides that the management of the Association is vested in the FMEA Board of Directors of Directors consisting of the President, President-Elect, Past-President, and the Presidents of FMEA Component organizations.

The make-up of the Board of Directors of Directors is specified in Article IV, Section 3 of the FMEA Bylaws.

As a state unit of Music Educators National Conference, FMEA's constitution and bylaws must be consonant with NAfME's. Likewise, component organizations of FMEA must insure that their constitutions and bylaws are consonant with the FMEA Constitution and Bylaws.

Board Meetings

The Board of Directors meets to transact association business at the call of the President, but must meet at least once each year prior to the Annual In-Service Clinic-Conference. Currently there are three regular meetings of the Board of Directors each year, which occur in September, January and May.

The President is responsible for the agenda for each meeting, setting the overall tone of the meeting, and seeing that business is accomplished in a timely fashion.

Agendas of the meetings are sent out to board members in advance. When the full agenda is not available when notices of the meeting are posted, the Executive Director will send a summary of what will be on the agenda.

Reports

Reports by officers and committee chairs will be given to the board in writing. All reports should be submitted at least seven working days prior to each meeting of the Board to the FMEA Office or as requested by the Executive Director.

Annual Business Meeting

The FMEA constitution requires that a General Membership Business Meeting be held as part of the Annual In-Service Clinic-Conference. The Board of Directors may propose items of business, which require a vote of the membership. The floor is also opened to the membership to bring up any business they may have to propose to the Board of Directors or membership.

Nominating Committee for State Officers

In January of even-numbered years, the President shall appoint a nominating committee to formulate a slate of candidates for the office of President-elect. The nominating committee should consist of three persons from the FMEA Board. The Past-President acts as chairman of the committee. Committee members should include at least one component president.

The committee shall present its slate of nominees to the Board of Directors no later than the May meeting. Although the FMEA Constitution specifies only a slate of one or more candidates, the standard practice has been to present two names. The Board may accept, modify, or reject the slate.

After the Board of Directors approves the slate, the nominees should submit to the *Florida Music Director* an article containing a biographical sketch, photograph and their vision for the organization.

Criteria for Selection

Persons being considered by the nominating committee for the office of FMEA President-Elect should:

- Be members in good standing of FMEA/NAfME and actively involved as a teacher or administrator of music at the elementary, secondary or college level in the State of Florida;
- Exhibit strong personal and professional leadership;
- Have served as president of an FMEA component and/or shown continuous outstanding leadership in FMEA or a component;
- Demonstrates a global perspective in their philosophy of music education;
- Demonstrates a high level of organizational ability.

The nominating committee should also consider such other factors as maintaining an equitable distribution of nominees among the component organizations and geographical locations.

Time of Election

Balloting by the membership will take place at the Annual In-Service Clinic-Conference in odd numbered years. Voting is by secret, ballot. The nominee accumulating the most votes shall be declared the winner.

Assumption to Office

The winner of the election will assume office on July 1 of odd-numbered years. At this same time the current President automatically becomes the Past-President and the current President-elect assumes to the Presidency

FLORIDA MUSIC EDUCATORS ASSOCIATION

CONSTITUTION and BYLAWS

(As amended January 10, 2002)

Constitution

PREAMBLE

The Florida Music Educators Association consists of, and in the course of its history has been formed from, various organizations and elements, namely; the component associations of the Florida Music Educators Association and the Florida State Music Educators Association and its respective component associations. The Florida Music Educators Association and the Florida State Music Educators Association merged into a single association in 1964-1966. The first constitution of the Association was adopted in 1944.

ARTICLE I – Name

The name of the organization shall be the Florida Music Educators Association, hereinafter designated as FMEA or as the Association.

ARTICLE II – Object

The object of this Association shall be the advancement of music education in Florida.

ARTICLE III - Membership

Section 1. Membership in this Association shall be open to individuals or entities interested in music education.

Section 2. There shall be an Annual meeting of the membership.

ARTICLE IV –Board of Directors

Section 1. **Board of Directors**
The governance of the affairs of the Association shall be vested in the Board of Directors, the constituency of which shall be specified in the Bylaws.

Section 2. **Officers**
The officers of the Association shall be elected as specified in the Bylaws.

Article V - Disposition of Assets in Case of Dissolution.

In the event of dissolution or termination of the FMEA, the residual assets of the Association will be turned over to one or more organizations as the FMEA Board of Directors shall determine and which are exempt as organizations described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or local government for exclusive public purpose. A court of proper jurisdiction shall dispose of any assets not so disposed of exclusively for such purposes or to such organization or organizations as said court shall determine.

ARTICLE VI– Amendments

Section 1. **Constitutional Amendments**
Constitutional amendments shall require reading and approval by two-thirds (2/3) vote in two (2) consecutive meetings of the Board of Directors.

Section 2. **Publication of Constitutional Amendments**
Any proposed constitutional amendment shall be published in the official state publication between the first and second readings of the Board of Directors

Section 3. **Vote by the General Membership**
Following reading and approval by the Board of Directors, and publication, the General Membership shall vote to approve any Constitutional Amendment by a simple majority present at the annual business meeting

BYLAWS

ARTICLE I - Mission

The mission of the Florida Music Educators Association is to promote quality, comprehensive music education for all Florida students as a part of their complete education.

ARTICLE II - Organization

Section 1. **The National Association for Music Education (NAfME)**
This Association shall be affiliated with the NAfME: The National Association for Music Education as a federated state music educators association, in accordance with the provisions of the constitution of NAfME.

Section 2. **Component Associations**
The Component Associations of this Association shall be the: Florida Bandmasters Association (FBA), Florida College Music Educators Association (FCMEA), Florida Elementary Music Educators Association (FEMEA), Florida Orchestra Association (FOA), Florida Music Supervision Association (FMSA), Florida Vocal Association (FVA), and Florida Collegiate NAfME (FCNAfME).

Section 3. **Affiliated Organizations**
The FMEA Board of Directors may accept from an established group an application for affiliated relationship with FMEA, provided there is no conflict or duplication with FMEA, its component associations, or other affiliated organizations.

ARTICLE III - Membership

Section 1. **Active Membership**.
Active membership in the Florida Music Educators Association shall be granted to individuals engaged in the teaching, supervision, or administration of music in elementary and secondary schools, colleges or universities within the state. Active membership shall grant participation in the activities of the FMEA including the right to vote upon business matters before the Association and to hold office. Active members shall be admitted to state, division and national meetings upon compliance with registration requirements.

Section 2. **Associate Membership**.
Associate membership in the FMEA will be granted to any individual, organizations, institutions, or business firms interested in the general advancement of music in education in the state. Associate members shall have all privileges afforded Active members except the right to hold elective office or vote in the business affairs of the Association.

Section 3. **Retired Membership**.
Active members who retire under provisions of Florida Law may remain on active status or become Retired Members. Retired membership shall be open to former music educators who have retired from teaching, supervisory, administrative or research positions in music education and are members of the NAfME *and FMEA* at the time of retirement. Retired members shall have the same privileges as Active members except the right to hold elective office or vote in the business affairs of the Association.

Section 4. **Student Membership**.
Student membership shall be open to students of music education at the college level who are not employed as teachers. Such membership is available only through Collegiate NAfME Chapters in the Colleges and Universities of Florida. Student members shall receive all privileges of active members

except the right to hold elective office or vote in the business affairs of the Association. The President of the Florida Collegiate NAfME shall be a voting member of the FMEA Board of Directors.

Section 5. **Life Membership**.
Life membership in the NAfME carries the rights and privileges of active membership in the FMEA.

Section 6. **Joint Membership in FMEA, NAfME, and Components**.
All Active, Associate, Retired, Student and Life Members of FMEA and members of Component Associations of FMEA are required to hold joint membership in FMEA and NAfME. There are no partial memberships.

Section 7. **Honorary Membership**.
Honorary members may be elected by a unanimous vote of the FMEA Board of Directors. Honorary members shall not be franchised

ARTICLE IV - Governance

Section 1. **Authority**
The authority and responsibility for the management, policies, and actions of the FMEA are vested in the Board of Directors, which shall perform all duties specified in the Constitution and bylaws.

Section 2. **Association Officers**
The officers of the Association shall be the President, Past-President, and the President-Elect which shall comprise the Executive Committee.

2a. **President**. It shall be the duty of the President to preside at meetings of the FMEA, to enforce observance of the FMEA Constitution and Bylaws, to order the execution of resolutions, to call meetings of the FMEA, to exercise supervision over the affairs of the Association and to make decisions in cases of emergency when an immediate action is necessary, to appoint all committees for which no provision has been made, and to be a member ex-officio of all committees. The President shall make all appointments for which no provision has been made.

2b. **Immediate Past-President**. The Immediate Past-President shall serve as advisor to the President and shall have such other duties as may be assigned by the President.

2c. **President-Elect**. It shall be the duty of the President-Elect to perform all the duties of the President in the absence of the President and shall carry out all duties assigned by the President or the Board of Directors.

Section 3. **Board of Directors**

3a**.** **Voting members** of the FMEA Board of Directors shall be the Officers of the Association, the Presidents of the FMEA Component Associations, one (1) at-large member, and one (1) Committee Council representative.

3b. **Ex-Officio Board Members**. Non-voting (Ex-Officio) members of the Board are the FMEA Executive Director; the FSMA Executive Director; the Treasurer; the Historian; the Music Consultant in the Florida State Department of Education; and the Editor of the official FMEA magazine, *THE FLORIDA MUSIC DIRECTOR*.

Section 4. **Vacancies**.
The Board of Directors shall have the authority to appoint a Vice-President (in the event a Past-President cannot fulfill a term of office), President-Elect, and/or the member-at-large to fill a vacancy occurring during a term of office. A President-Elect so appointed shall serve until the next Annual In-Service Clinic-Conference and Convention, at which time an election shall be held to fill the vacancy

Section 5. **Terms and Succession of the President**

The President-Elect shall be elected for a term of two years and shall then automatically assume to the office of President for a term of two years. The retiring President shall automatically assume the office of Immediate Past -President for a similar term. No officer shall succeed himself or herself to the same office.

Section 6. **Indemnification of Officers**.

6a. It is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations or for litigation that may develop from authorized activities of the Association carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and Bylaws of the Florida Music Educators Association.

6b. The Association shall purchase Directors and Officers Liability insurance for the protection of the Board and staff.

ARTICLE V - Nominations and Elections

Section 1. **Nominations and Elections**.

1a. In each even-numbered year, the FMEA President will appoint a nominating committee of at least three members to make recommendations to be approved by the Board for the offices of president-elect and member-at-large.

1b. The nominating procedure shall be completed no later than September of each even-numbered year.

Section 2. **Election Procedures**. The President-Elect shall be elected at or prior to the Annual Business Meeting in each odd-numbered year. Voting shall be by Active members of FMEA only and the candidate receiving the majority of the votes cast by those present and voting shall be declared elected.

Section 3. **Member-At-Large**. The Member-At-Large shall be elected by the Board of Directors concurrent with the term of the President

Section 4. **Assumption of Office**. FMEA Officers so elected shall assume office on July 1st of odd numbered years.

ARTICLE VI – Association Staff

Section 1. An Executive Director shall be employed by the Board of Directors to execute FMEA's daily activities. Compensation and other terms of employment shall be set by the Executive Committee. The Executive Director shall have no powers or duties other than those delegated by the President and the Board of Directors.

Section 2. An annual performance review of the Executive Director shall be conducted by the Executive Committee with input from the Board of Directors.

ARTICLE VII – Fees and Dues

Section 1. **Remittance of Dues**.
Dues shall be paid to the NAfME national headquarters office or to the FMEA headquarters.

Section 2. **Amount of Annual Dues**. The FMEA Board of Directors shall set the amount of annual dues for all membership categories. Changes in the amount of dues may not be enacted more frequently than once per year by an amount based upon the most recent annual consumer price index as reported by the Bureau of Labor Statistics, or by an amount not to exceed $10, whichever is lower. Any increase in excess of this amount shall be approved by a majority vote of the Active members of FMEA present and voting at the Annual Business Meeting or, if approved by the Board of Directors, by a mail ballot sent to

all Active members of FMEA. The dues for Component Associations of FMEA and for the national NAfME shall be in addition to the dues for FMEA.

Section 3. **Other Fees**.
The FMEA Board of Directors shall set the amount of all other fees

ARTICLE VIII – Quorum

A quorum for the Annual Business Meeting of the Association shall consist of a majority of the Active members in attendance at the General Business Meeting at the Annual State In-Service Conference and Convention. It shall be the duty of the President to verify and declare that a quorum is present before conducting official FMEA business.

ARTICLE IX - Committees

Section 1. **Standing and Ad Hoc Committees**.
The President of FMEA shall appoint committee chairs, (except for the Black Caucus chair who is elected by its members), who shall serve in an advisory capacity to the President and Board of Directors. The Board of Directors may, at its discretion, advise the President on appointments. Committee chairs appoint members to the committees.

Section 2. **Length of Committee Appointments**
All committee appointments expire on the date of the expiration of the term of office of the President of FMEA. The incoming President may reappoint committee chairmen to standing and ad-hoc committees, may make new committee appointments, or may allow the existence of a committee to terminate

Section 3. **Committee Representative**.
Committee chairs shall elect a voting representative to the Board of Directors for a two year term concurrent with the term of the President.

ARTICLE X - Official Publication

Section 1. **Magazine**.
The official publication of the FMEA shall be the *Florida Music Director* Magazine.

Section 2. **Editor**.
The President shall appoint the editor of the magazine. The Board of Directors shall review the appointments of editor every two years at the time of assumption of office of the incoming President of FMEA.

Section 3. **Record of Minutes**.
All minutes of the Board of Directors and General Membership meetings of the FMEA shall be recorded in the *Florida Music Director* Magazine.

ARTICLE XI - Criteria for Component Associations

Section 1. **Creation**. The Board of Directors shall establish policies and procedure for petitions to create component member associations of FMEA/NAfME.

Section 2. **Constituency**. A component association shall represent a substantial, clearly delineated constituency of active members of FMEA/NAfME.

Section 3. **Non-duplication of Representation**. A component association shall be an association, which does not have a constituency of members who are represented by, or whose membership is subsumed under another component association.

Section 4. **Responsibility to FMEA**. A component association is represented on the FMEA Board of Directors by its President, who is responsible to the FMEA under provisions of the FMEA Constitution and Bylaws.

Section 5. The General membership, upon recommendation of the Board of Directors, shall approve the admission of new component associations.

ARTICLE XII –Membership Year

The membership year of the FMEA shall be from July 1 of each year through June 30 of the following year. Dues may be paid at anytime during the year, but the full amount must be paid and membership will still expire on June 30.

ARTICLE XIII - Fiscal Year

The fiscal year of the Association shall be from July 1 of each year through June 30 of the following year.

ARTICLE XIV – Amendments

Section 1. **Approval**.
Amendments to the Bylaws shall require reading and approval by a majority vote at two consecutive regular or special meetings of the Board of Directors.

Section 2. **Effectiveness**.
All amendments shall take effect immediately after the second approval by the Board of Directors.

Chapter 4: Committee Structure

Committees provide a working structure through which the Association can best address ongoing professional concerns in an effective manner, utilizing diverse points of view. Consideration of issues of concern to the Board of Directors in committee allows for thorough exploration of all elements and points of view that should be brought to the Board.

This document outlines how the committee structure of the Florida Music Educators Association is organized; the relationship of the committees to one another, the responsibilities of committee chairs, and suggested criteria for selecting committee members.

President's Responsibilities to Committees

The FMEA President, as chief executive officer, has the responsibility to implement the policies adopted by the Board of Directors, to appoint the chairs and members of all committees and to provide leadership to enhance the position of the FMEA.

The duties of the President are:

- To appoint committee chairs by prior to the May board meeting for the following fiscal year; [This provision applies to the President-Elect in the calendar year he/she assumes office.];
- To establish communications and exchange of information between committee chairs;
- To develop inter-committee support and to avoid duplication of efforts;
- To organize and provide leadership;
- To guide committee chairs in developing the activities of each committee;
- To assure that plans of each committee are presented to the Board of Directors for approval and implementation;
- To maintain communication with the FMEA Executive Director who acts as staff liaison with committees.

General Structure

The FMEA Bylaws specify only that committees of the FMEA be to be divided into two categories -- Standing Committees and Ad Hoc Committees. The Bylaws do not specifically identify any committees as standing committees.

Ad Hoc Committees are formed to address specific issues and are temporary in nature. The terms of these committees automatically expire when the task for which they were formed has been accomplished.

Standing Committees address concerns of an ongoing nature (e.g., Research). The terms for chairs and members of standing committees coincide with the term of the FMEA President.

Ad Hoc Committees

Ad Hoc Committees may be organized to address specific problems identified by the Florida Music Educators Association Board of Directors, the FMEA President, a standing committee, or any individual. The FMEA President appoints Ad Hoc Committees until assigned tasks are completed or until the FMEA President dissolves committees. Members of Ad Hoc Committees should have a special interest in the area for which the respective committee exists.

Ad Hoc Committee Chairs are responsible for organizing and conducting necessary activities to accomplish the committee's charge and shall report progress to the FMEA President or designee.

Standing Committees

Standing committees provide a structure through which the Association may:

- address issues that have continuing importance to our profession;

- identify and give priority to issues that influence the development of music education programs in Florida schools;
- provide opportunities to involve the membership in professional activities; and,
- provide opportunities to identify and develop potential leaders.

Chairs and members of standing committees are appointed by and serve at the request of the President of the Florida Music Educators Association. Activation of committees is at the discretion of the president.

Members of standing committees maintain communication with the membership of respective component organizations regarding the:

- issues being addressed by the Association;
- specific agenda of their committee in addressing the issues:
- members who are charged with the responsibility of making decisions to resolve issues; and
- membership and the community becoming involved in a unified effort to support development of quality music programs in all Florida schools.

Membership of Standing Committees

All members of standing committees shall hold membership in the Florida Music Educators Association and the the National Association for Music Education (NAfME) A conscious effort will be made in selecting the membership of standing committees to assure representation on each committee of the various racial and ethnic origins and geographical locations in the Association.

It is recommended that the membership of each standing committee consist of

1. A chair appointed by the President of the Florida Music Educators Association, and
2. One representative from each of the component organizations -- FBA, FCMEA, Florida Collegiate NAfME, FEMEA, FMSA, FOA and FVA -- selected in consultation with the respective component presidents, and
3. A resource person(s), past committee chair or designee (optional).

Standing Committee Chairs

The responsibility of Standing Committee Chairs shall be to:

1. Submit to the FMEA Board of Directors for its consideration and approval:
    - An agenda of issues that needs to be addressed by the Association;
    - A proposed plan of action for addressing issues relative to the duties of their committee;
    - A budget to support implementing proposed plans; and,
    - Periodic reports detailing progress made by the committee in addressing current issues.
2. Implement recommendations of the FMEA Board of Directors and President in concept and to keep the President or where appropriate the Executive Director or designee informed of critical committee activities.
3. Submit articles for publication in the *FLORIDA MUSIC DIRECTOR* to inform the general membership of committee activities and suggestions for member involvement, or articles regarding a specific, relevant subject.
4. Submit to the Executive Director all ~~bills~~ expenses and vouchers for expenses incurred for the operation of the committee;
5. Submit to the Executive Director for inclusion in the FMEA state office files and the FMEA archives copies of committee reports, published articles, written communications and other pertinent information regarding the activities of the committee(s).

Meetings of the Committee Chairs

It is recommended that the chairs of all standing committees meet:

1. With the FMEA Board of Directors of Directors at its September and May meetings and thereafter only on invitation of the FMEA President;
2. With the FMEA President during the Annual Clinic-Conference to make progress reports on their committee's activities, to continue planning of joint committee efforts, and to re-define strategies as needed; and,
3. As needed on a selective basis at the call of the FMEA President to coordinate joint committee projects and to avoid duplication of activities.

Meetings of Standing Committees

It is recommended those standing committees:

1. Meet during the Annual Clinic-Conference and at other times during the year at the call of the respective chair with the approval of the FMEA President to identify concerns relative to each committee's responsibility;
2. Develop plans to address identified concerns, and
3. Implement actions, which have been approved by the FMEA Board of Directors.

Descriptions of Standing Committees

Awards

The functions of this committee shall be:

1. to recommend any revisions of the awards application forms to the Executive Director;
2. to determine the composition of the Awards Committee membership with representation from each of the component organizations, and consensus from the state arts education specialist, and the FMEA President;
3. to organize an Awards Committee meeting at or before the fall FMEA Board of Directors meeting;
4. to draft and send Awards Recipients letters with copies to appropriate institutions including, but not limited to, the nominator, and employing educational institution;
5. to determine and facilitate the best methods to recognize each Awards, written biographies, articles in the *Florida Music Director*, plaques, programs, and certificates.
6. to network with the FMEA Board of Directors, FMEA Executive Director, school districts, awards recipients, and awards presenters;
7. to make presentations at the January Clinic/Conference.
8. to assemble the Hall of Fame committee for the purpose to award.

Black Caucus Representative

The representative from the Black Caucus:

1. presents to the Board of Directors the concerns of FMEA's minority membership, particularly the Black Caucus membership;
2. informs the Black Caucus of FMEA actions and concerns regarding the Black Caucus membership;
3. works with the General Music Committee in preparing programs that meet the needs of FMEA’s ethnic diversity;
4. Communicate the work of the Black Caucus in *The Florida Music Director*

Collegiate NAFME Advisor

The CNAFME Advisor shall:

1. provide leadership and guidance to the state CNAFME officers and chapter officers throughout the state;
2. encourage ways for chapters within the state to communicate activities, problems and concerns with each other;

3. provide guidance to individual chapter advisors and keep them informed of state and national activities and happenings with CNAFME;
4. contact music education departments of colleges and universities in the state to encourage formations and continuation of CNAFME chapters in their institutions and the impact they have on the future of music education;
5. assist the FMEA Board and CNAFME president in any ways appropriate to insure that future music teachers are active in their professional association even before they become full-time professionals.
6. Promote CNAfME in *The Florida Music Director*, with FMEA component organizations and the membership.

Conference Planning Committee

The functions of this committee shall be:

1. To provide operation related to the planning of the clinic/conference programming and logistics.
2. To collaborate with the Executive Committee, the Executive Director and staff with specific aspects of conference planning.
3. To work in concert with FMEA component organizations and committees with specified aspects of conference planning
4. To collaborate with the FMEA component organizations and committees to develop strategies for the evaluation and selection of clinic-conference sessions and performances
5. To create in-depth educational strands within the scheduled conference activities to further develop professional development opportunities for the FMEA membership
6. To submit proposals relevant to the success and growth of the FMEA clinic-conference to the Executive committee
7. To submit proposals relevant to the success and growth of the FMEA clinic-conference to the Board of Directors
8. To collaborate with the Florida Music Industry Council (FMIC) committee to develop strategies for increasing industry participation and sponsorship.

Editorial Committee

The Editorial Committee has been formulated to advise and guide the operation of FMEA's official magazine, *The Florida Music Director*.

The functions of this committee shall be:

1. To review manuscripts submitted for publication;
2, To determine policy on various aspects of the magazine;
3. To aid in the development of focus sections for the magazine;
4. To assist in securing articles and news items for the magazine;
5. To evaluate features and overall operation of the magazine.

The chair of this committee shall be the Editor In Chief of *The Florida Music Director*. The Editor shall appoint the committee members from a cross-section of the FMEA membership, subject to approval of the Board of Directors.

Emerging Leaders Committee

The functions of this committee shall be:

1. To receive and review emerging leader nominations from District Chairs, Music Supervisors and FMEA Board Members.
2. To identify and recognize emerging leaders at the annual FMEA Clinic-Conference
3. To develop, organize, and conduct training for emerging leaders.
4. To provide opportunities for emerging leaders to serve FMEA in areas such as facilitators, presenting workshops, holding office in component organizations, advocating music education at local, county, district and state levels.
5. Communicate the work of the Emerging Leaders Committee in *The Florida Music Director.*

Finance

The functions of this committee shall be:

1. to monitor the income and expenses of FMEA on a continuing basis;
2. to review all committee and office budget requests and to approve or amend each of them based on the merits of the requests taking into account FMEA's ability to fund them;
3. to develop an overall annual budget for FMEA which the Board of Directors must adopt;
4. to review and recommend appropriate action on expenditures that may arise after a budget has been adopted;
5. to recommend the level of reserve funds held by the FMEA and how to invest these funds to realize the best return on them while maintaining a degree of safety in investment;
6. to recommend when reserve funds should be expended for special needs.

The Finance Committee shall be the Executive Committee.

Florida Music Industry Council

The purpose of FMIC is to open the lines of communication between the music industry and FMEA and assist in promoting a high quality, comprehensive music education in the State of Florida.

Objectives are:

1. The Florida Music Industry Council Committee will act as an advocate for music education in the State of Florida.
2. The FMIC will act as a liaison between the exhibitors and FMEA exhibits manager concerning the exhibits at the annual January convention.
3. The FMIC will coordinate advocacy efforts between other industry associations, such as The American Music Conference, National Association of Music Merchants, National Association of Band Instrument Manufacturers, National Association of School Music Dealers, and any other appropriate associations who advocate a high quality comprehensive music education.
4. Promote the relationship between the music industry and FMEA in *The Florida Music Director*

General Music Committee

The functions of this committee shall be:

1. To encourage support for music programs for all students in grades K-12, with an emphasis on the secondary level;
2. To enlist support of music teachers and school/district administrators for the general music student;
3. To serve as liaison between the Society for General Music and the Florida Music Educators Association;
4. To develop among music educators an awareness of the value, need, and potential of music instruction for all students including those not enrolled in performing organizations;
5. To acquaint music educators with instructional techniques for teaching students not enrolled in performing organizations;
6. To encourage all FMEA component organizations to include General Music sessions in they respective conferences;
7. To provide resource people and materials for General Music sessions at the FMEA Clinic-Conference;
8. To identify specific goals for every level of music achievement;
9. To assist in building support and curriculum for the high school music/arts graduation requirement;
10. To develop and maintain a directory of secondary general music teachers;
11. To assist general music teachers through in-service training in the development and improvement of effective teaching skills;
12. To encourage state universities to provide in-service training for general music teachers;
13. To encourage colleges and universities to train music education majors in teaching general music K-12;

14. To provide assistance in locating resources.
15 Communicate the work of the General Music Committee in *The Florida Music Director.*

Government Relations Committee

The functions of this committee shall be:

1. To increase the awareness of legislators and state officials concerning the status of music in Florida schools and issues identified by the FMEA Board of Directors that need to be resolved to achieve a quality music program for all children and youth;
2. To propose legislation needed to resolve issues identified by the Association;
3. To provide liaison with the FMEA component organizations.
4. To communicate with local administrators and school boards regarding issues affecting quality music programs for all children and youth.
5. To work cooperatively with the Department of Education on issues relative to music education dealing with interpretations of the law, technical assistance to school districts and the promotion of high standards for quality music programs.
6. Communicate the work of the Government Relations Committee in *The Florida Music Director*

Hall of Fame Committee

The functions of this committee shall be:

1. To receive and review nominations for induction into the FMEA Hall of Fame;
2. To select a nominee or nominees each year to receive this highest honor awarded by FMEA, however, it is not required that this award be given each year.
3. To secure pictures and vita on persons receiving the Hall of Fame award, and to forward same to the Editor of the *Florida Music Director* for publication;
4. To make the award presentation at the Annual In-Service Clinic-Conference.

Mentor Committee

The functions of this committee shall be:

1. To maintain a current list of FMEA approved mentors and review new applications.
2. To match mentor requests with approved mentors.
3. To develop, organize, and conduct training for mentors.

MIOSM

The MIOSM Chair is responsible to annually:

1. Promote MIOSM in *The Florida Music Director*, with FMEA component organizations and the membership;
2. Order and distribute the annual MIOSM Teacher Guide and MIOSM Handbook;
3. Work with the state arts education specialist to generate a State Proclamation and assist districts throughout Florida in accomplishing School Board Proclamations or Resolutions;
4. Gather reports from districts regarding methods of publicizing and celebrating MIOSM;
5. Assist the *NAfME* FMEA office in the provision of MIOSM sale items at the January clinic/conference;
6. Assist county music supervisors to utilize MIOSM in their districts towards improved advocacy, public relations, and awareness.

Nominating Committee

This committee is activated only in the year preceding election of the FMEA president-elect. The Immediate Past-president shall serve as chair of this committee.

The functions of this committee shall be:

1. to search for possible candidates to become FMEA President-elect;
2. to present to the Board of Directors at its May meeting in even-numbered years a slate of candidates for the office of President-elect.

The procedures for nominations and elections are specified in the FMEA Bylaws, Article V.

Research Committee

The functions of this committee shall be:

1. To review submission of research for presentation at the FMEA annual clinic/conference and publication in *Research Perspectives in Music Education*;
2. To inform the FMEA membership of research relevant to music education in Florida through regular articles in *Research Perspectives in Music Education*, *The Florida Music Director*, and other appropriate publications;
3. To identify individuals and groups interested in conducting research pertaining to music education in Florida;
4. To arrange for research dealing with issues that ~~affect~~ effect music education.

Retired Members

The functions of this committee shall be:

1. To maintain contact with retired members on behalf of FMEA;
2. To identify ways in which retired members can have a vital part in the continuing activities of FMEA and music education in Florida;
3. To recommend to the FMEA Board of Directors ways in which the FMEA can be of continuing service to retired members.

Special Learners

The functions of this committee shall be:

1.. To provide information to the general membership of FMEA about new techniques and theories developed for the special learner.
2. To enlist the support of school administrators, general music teachers, and music therapists in providing music for the Special Learner;
3. To serve as liaison between the Florida Association of Music Therapists, Council of Exceptional Children, and the Florida Music Educators Association;
4. to assist general music teachers through in-service training in the development of effective teaching skills and instructional techniques for teaching the special learner;
5. To get more music therapists who work in educational settings involved in FMEA;
6. Communicate the work of the Special Learners Committee in *The Florida Music Director*

Technology

The functions of this committee shall be:

1. To promote awareness and understanding of technology and its applications in music to all grade levels and music disciplines, with a special emphasis on computer-based technology;
2. To inform the FMEA membership of noteworthy technology and its uses in music through articles in the *Florida Music Director* and other appropriate publications;
3. To provide resource persons and clinicians for the Technology sessions at the FMEA Clinic-Conference;
4. To encourage colleges, universities, and school districts to offer in-service training in technology, with a special emphasis on computer-based technology;
5. To identify individuals, schools, and other organizations in Florida that are involved in both the use of technology in music and the development of existing or new technology (especially computer hardware and software) for music applications.

Student Leadership Committee (Tri-M coordinator for purpose of NAfME

The Chair shall:

1. Serve as a member of the Council of Music Honor Society Chairpersons;
2. Promote and coordinate activities of the Tri-M Music Honor Society on the state level;
3. Work with the FMEA President to further the society within the state;
4. Assume responsibility for planning and implementing the activities and sessions of the society at state conferences;
5. Encourage leadership training for chapters' sponsors in the state to insure proper operation and development of Tri-M chapters;

6. Provide information concerning state activities of the society to the division chairperson and FMEA;
7. Encourage the formation of chapters within the state;
8. Offer encouragement and assistance to all chapters in the state;
9. Submit reports and chapter news concerning Tri-M to *Florida Music Director*;
10. Visit local chapters whenever possible.

World Music Awareness Committee

The functions of this committee shall be:

1. To develop programs to assist music educators in the understanding and teaching of the music of the world's cultures, with primary emphasis on those cultures represented in the State of Florida;
2. To support and encourage participation by all Florida students, of all cultures, in music programs;
3. To provide information to the general membership of FMEA about world cultures and their music.

NOTE: The membership of this committee should represent all cultures in the State of Florida. At least one member of this committee should be a member of the Society of Ethnomusicology.

Chapter 5: Awards and Recognition Program

The FMEA Awards and Recognition Program is one of the more visible ways in which FMEA can recognize those who make outstanding contributions to music education and to FMEA. The program is designed to honor both those engaged as active music educators and those outside the music education profession. The program strives to honor our most distinguished colleagues and to increase the visibility of our most supportive benefactors.

Awards are given out at a general membership session during the Clinic-Conference. Prior to the session, award winners and their nominators are recognized at an Awards Breakfast.

FMEA prints a "Call for Nominations" in the May and August issues of the *Florida Music Director* and posts the forms on the FMEA/FSMA website.

FMEA Hall of Fame

The Florida Music Educators Association Hall of Fame was established in 1968 during the presidency of William Ledue. Its purpose is to honor individuals recognized for outstanding contributions over an extended period of time to music and to education throughout the state as well as nationally. Being inducted in the FMEA Hall of Fame is the most prestigious award that FMEA can bestow upon an individual.

Each year a committee makes recommendations to the Board of Directors regarding nominees for the Hall of Fame. As a general rule only one person is elected each year, however there have been a few years when two persons were inducted. Anyone may make nominations for person to be considered for election to the Hall of Fame by submitting the name and supporting materials to the committee or the FMEA President.

The names of the members of the Hall of Fame are inscribed on a large plaque, which is displayed at FMEA's Headquarters Office in Tallahassee.

Duties of the FMEA administrative office:

- Maintain a comprehensive and up-to-date list of Hall of Fame recipients.
- Supply list of Hall of Fame recipients to the Hall of Fame Committee Chair in August of each year.
- Maintain a file of all nominees for the Award. Once nominated, the individual's name and any other pertinent information will be maintained for consideration on an annual basis.
- Assist in the collection of additional information about the Inductee(s) appropriate for use in the Florida Music Director article as well as in the Award presentation at the annual Clinic/Conference.
- Plan and secure the recognition plaque to be given to the Awardee at the annual Clinic/Conference.
- Provide appropriate follow-up regarding the award.

Duties of the FMEA President:

- Inform the Awardee as soon as the selection is finalized by the Hall of Fame Committee.
- Host the Awardee and family at an appropriate event (lunch, coffee) following the Award presentation.

Duties of the Hall of Fame Committee:

- Review nominees for the Award.
- Select the Awardee(s).
- Notify the FMEA President of the Nominee.
- Coordinate the recognition ceremony for the FMEA Clinic/Conference presentation.
- Present the Award to the Awardee at the FMEA Clinic/Conference.

- Coordinate and implement any recognition of the Awardee in his/her “home” location.

Note: The Hall of Fame Committee is appointed by the FMEA President and includes only previous recipients of the Award.

Music Educator of the Year

This award was begun in 1989 and is awarded annually to a music educator who has served students, the community, and profession in an exemplary manner. This award recognizes outstanding merit in music teaching or music administration.

Recipients must be active members of FMEA and NAfME, be employed at the time of nomination in some capacity of music education, and must have demonstrated notable achievements as a music education professional.

Administrator of the Year Award

Begun in 1990, this annual award recognizes a school administrator who has displayed ardent support of his or her school’s music program. This award recognizes excellence in the encouragement and promotion of music education within Florida schools.

Recipients must be an active administrator such as superintendent, principal, vice-principal, etc. who has served a minimum of ten years as an administrator in a school system and/or college, and have demonstrated significant efforts in support of music education resulting in awareness or enhancement of the school or county music program.

School Board Award for Excellence in Music Education

This award was first introduced in 1993 and is awarded to the Florida District School Board that has demonstrated outstanding support for music education within the district, including development of exemplary music programs in the district, recognized students and programs who have won awards for achievement in music education, made available opportunities for professional development of its music educators, and provided appropriate resources necessary for comprehensive and quality music instruction.

Distinguished Service Award

This award was first given in 1989 and is presented to a person, persons, or organizations outside the field of active music teaching in recognition of exceptional service to, or support of, music education.

25-Year Service Award

This award is presented to those music educators who have been active in music education for 25 years or more. This award is to recognize the outstanding service of FMEA members who have committed themselves to the profession for most of their adult life.

50-Year Service Award

This award is presented to those music educators who have been active in music education for 50 years or more. This award is to recognize the outstanding service of FMEA members who have committed themselves to the profession for most of their adult life.

Middle/High School Music Enrollment Award

Started in 1993, this award is given annually to high school music programs demonstrating high enrollment in music courses. This award recognizes the effectiveness of programs that offer attractive

music curricula as well as excel in the recruitment and retention of students. Schools which meet the criteria will hold the award for a three-year period of time during which they may be asked to serve FMEA as a resource on the topics of programming, scheduling, recruitment, and retention of students.

Innovative Program/Project Award

This award was started in 1994 and is annually considered by FMEA to award one or more individuals or groups for meritorious, innovative programs or projects completed in the field of music education which provide significant, positive impact on students, music educators and/or the state/community.

Projects that are considered are those that have elevated music education advocacy or awareness, provided beneficial workshop opportunities for students or educators, relevant research projects and effective multi-cultural or inter-disciplinary programs and projects.

Music Demonstration School Award

The Florida Music Educators Association and the Florida Department of Education annually consider the presentation of awards to schools offering music programs worthy of recognition. The purpose of this award is to identify, recognize, and promote statewide school music programs at the elementary, middle/junior, and high school levels that balance diversity, high performance standards, and instructional quality in music education.

Schools applying to become a Demonstration School are evaluated, visited, and approved by the Department of Education according to criteria developed by the Music Educators National Conference and Florida Music Educators Association. Schools, which meet the criteria, are committed for a three-year period to assist school officials, teachers, and other interested persons in observing quality programs and obtaining information for program improvement.

The selected school receives public recognition from the FMEA and the Department of Education. Schools are designated as Music Demonstration Schools for a period of three years, contingent on satisfactory annual reviews and reports.

Leadership Award

This award is presented annually to the individual who has demonstrated outstanding and sustained skill in a leadership or administrative capacity and who carries the mission of FMEA forward throughout the state and the nation.

Conference Service Award

This award is presented to person(s) who have made outstanding contributions over an extended period of time of administrative duties for the annually clinic/conference.

Howard A. Doolin Memorial Award

This award was first introduced in 1999 and is awarded to persons for extraordinary leadership in governmental and/or legislative affairs on behalf of music, and arts education. It is not intended to be given every year. This award is to be presented at a General Session during the Annual Clinic/Conference.

Chapter 6: Annual In-Service Clinic-Conference

The FMEA Annual In-Service Clinic/Conference is the highlight of the year for many members and has become one of the largest state music educators' conventions in the nation. It is one of the most visible activities of FMEA and has the distinction of being the only activity mandated in FMEA's constitution. It has traditionally been held in early January, generally on the first or second weekend of the month.

The guiding purpose of the Clinic/Conference is the advancement of music education in Florida and the professional development of music teachers. At the conference, music educators have the opportunity to observe master clinicians at work. FMEA and its components conduct a variety of workshops and clinics to improve teachers' skills, inform them of the latest materials available, and inform and motivate music educators to actively participate in the many public and political activities that affect music education. These objectives are enumerated in detail in the FMEA bylaws, Article VI - Activities.

The large number of exhibits presented at the clinic-conference provides immediate and firsthand access to the many suppliers of music, instruments, and activities, fund raising opportunities, college and university programs and other related areas.

Another facet of the conference is the student All-State performing groups:

All-State Concert Band
All-State Jazz Band
All-State Symphonic Band
Middle School Band
Middle School Honors Band
High School Honors Band
All-State Intercollegiate Band (even-numbered years)

All-State Reading Chorus (9-12)
All-State Concert Chorus (9-12)
All-State Women's Chorus (9-12)
All-State Men's Chorus (9-12)
All-State Middle School Concert Chorus (7-8)
All-State Middle School Treble Chorus (7-8)

All-State Concert Orchestra
All State Middle School Orchestra
All State Symphonic Orchestra
Middle School Honors Orchestra
High School Honors Orchestra

All-State Elementary Chorus
All State Guitar Ensemble

These are designed to give students experiences in working with nationally known clinicians, performing in a group of the best student musicians in the state, and experiencing literature that they might not have available in their own school.

Selecting a Conference Site

The size of the FMEA Clinic-Conference, along with the need for sound isolation for numerous and concurrent music events, creates some unique considerations when selecting sites to hold the conference. The Board of Directors periodically reviews additional conference sites.

Some of the factors that must be considered when selecting a location are:

- A sizable convention center with room enough for many meetings both large and small, and a large area for exhibits;

- A suitable performance site for the All State concerts; the availability of 12 to 20 major rehearsals sites, with adequate acoustical qualities and acoustical isolation;
- A sufficient number of hotel rooms of acceptable quality with a sizable number of adjacent spaces to the convention center;
- Hotels that have meeting space available at reasonable cost to house the meetings that cannot be placed in the convention center;
- Hotels or other establishments to accommodate ~~the~~ banquets, breakfasts and receptions;
- Rental rates on convention facilities that do not cause drastic increases in registration fees;
- Hotel room rates that will be reasonable in cost to most of the membership;
- Sufficient parking availability and/or public transportation or shuttles between hotels and convention sites.

It is the responsibility of the Executive Director to evaluate various host cities and make recommendations to the Board of Directors as to which of these will most adequately meet FMEA's needs. The Board of Directors shall approve the conference sites.

Responsibilities of Officers and Committees

FMEA President

- Selects the overall theme
- Selects speakers and performing groups for the General Sessions
- Recommends and/or selects clinicians and topics for special FMEA sessions
- Selects groups for any special Featured Concerts
- Presides over the General Sessions and the Annual Business Meeting

FMEA President-Elect

- Selects and schedules Mini-Concert performing groups
- Plans Pre-Conference sessions
- Helps with other activities at the direction of the President
- Along with the FMEA Executive Director, selects and schedules the industry sessions

FMEA Past-President

- Plans, schedules, sends invitations to the Past-Presidents' Breakfast
- Helps plan and staff the FMEA display in the exhibit area
- Helps with other activities at the direction of the President

Component Presidents

- Select clinicians and topics for their component's sessions
- Select conductors for component's All-State groups
- Assist in the arrangement of the schedule All-State rehearsals
- Provide all session information, with A/V requests, setup and preference on day and time.
- Arrange for equipment not furnished by FMEA
- Assist in the arrangement of ticket takers for All-State Concerts
- Assist in the arrangement for ushers for All-State Concerts to handle programs/doors

Committee Chairs

- Select clinicians and topics for sessions sponsored by their committee
- Request times and locations for these sessions
- Submit committee budget requests in a timely manner to the FMEA Executive Director as defined in Chapter 7.

Calendar for Planning Annual Clinic-Conference

January

January FMEA Board Meeting

Photo Tip Sheets turned into Executive Director at the board meeting prior to beginning of Clinic. Special Thank-You lists turned into Executive Director at the board meeting. These should include companies or individuals that contributed substantially to the success of the clinic, such as companies paying for clinicians, furnishing equipment at no cost, etc.

- Week 1 - E-blast #8 announcement of select session presenters (with session titles), school performing ensembles, Keynote speakers, professional ensembles, special guests and registration information

During the conference:

- Thoroughly check all assigned areas prior to the start of the conference
- Report all set up and equipment issues directly to the conference chair
- Check the registration office during the conference and assist as needed with all conference activities
- Solicit outstanding clinicians to submit proposals to present for the next conference
- Attend the Sunday morning post conference meeting

At Clinic-Conference

- By Tuesday or Wednesday final inspections will be made of all sites, pianos put in place and tuned according to the schedule.
- Thursday morning any remaining equipment should be moved to the appropriate sites and set in place.
- Throughout the clinic, session coordinators should check ahead of time to make sure all equipment is in place and the room set-up is as requested. Any discrepancies should be reported to the Executive Director. Saturday, after the final event at each site, local site chairs should store and secure equipment so that it may be picked up on Monday morning and returned to its source.

The week after the conference:

- Begin the planning process for next year's conference

February

- Open an online submission web link for non-component session proposals and performing ensembles
- Component Associations – Solicit clinicians and conductors for the upcoming conference; review current year accepted sessions for relevance and timelines to current music education issues

March

- Component Associations – Continue to solicit clinicians and conductors for the upcoming conference.
- Open web link for component associations to enter conference data.
- Component clinics chairs and FMEA staff – web link open for the input of conference meetings, rehearsals and annual conference activities in the database for the upcoming conference

April

- Close online submission web link for non-component proposal and performing ensembles (end of April).

- Component Associations - Continue to solicit clinicians and conductors for the upcoming conference
- Component clinics chairs and FMEA staff – Start the data input of conference sessions & guest performing ensembles

May

- Component clinics chairs and FMEA staff – continue the data input of conference sessions & guest performing ensembles
- Evaluate all concert performance and mini-concert performance online submissions
- Contact all selected concert and mini-concert performers for acceptance verification
- Send letters of congratulations or regrets to concert and mini-concert directors

June

- **Conference Planning Committee Meeting** (first week in June)
- Evaluate online session submissions
- Evaluate online Industry Showcase session submissions
- Contact all selected **non-component** clinic presenters for acceptance verification (immediately following the June meeting)
- Component clinics chairs and FMEA staff – continue the data input of conference session data, all-state ensemble data & guest performing ensemble data
- **Deadline for all component and non-component CLINIC SESSION information** (2nd week in June, before the end of school)

July

- Excel Grid of conference activities uploaded to Windows SkyDrive for conference planning and executive board members
- Executive Director, Conference Chair and FMEA Staff meeting
- Component clinics chairs and FMEA staff – continue to edit and error check all conference session data, all-state ensemble data & guest performing ensemble data

August

- **Conference Planning Committee Meeting**
- Excel Grid of conference activities available on Windows SkyDrive for conference planning and executive board members
- Component clinics chairs and FMEA staff – continue to edit and error check all conference session data, all-state ensemble data & guest performing ensemble data

September

- **Conference Planning Committee Meeting** (scheduled the weekend of the September board of directors meeting)
- Board of Directors – submit conference hotel requests (clinicians also)
- Excel Grid of conference activities available on Windows SkyDrive for conference planning and executive board members
- Component clinics chairs and FMEA staff – edit and error check online data
- September (week 1) - Deadline for all data entry including and conference activities.
- September (week 1) - Session Presenter's E-blast
- September (week 1) - Session Coordinators E-Blast
- September (week 2)- Deadline for all edited session data (midnight)
- September (week 3) - **Tentative schedule of conference activities will go online**
- Conference E-Blast #1 sent to all members
- Provide hard copies of the Excel Grid of Conference Activities to the FMEA Board of Directors

October

- E-blast #2 announcement of keynote speakers, professional ensemble performances and pre-registration information
- Board of Directors – submit list of dignitaries with contact information for VIP registration
- Component Presidents submit all-state patch orders to FMEA staff

- Contact assigned committees or components for reliability check
- Conference schedule of activities available online
- Conference pre-registration information, and conference highlights appear in the Florida Music Director
- Excel Grid of conference activities available on Windows SkyDrive for conference planning and executive board member

November

- E-blast #3 announcement of school performing ensembles, keynote speakers, professional ensembles, special guests and registration information
- Contact assigned committees or components for reliability check
- Conference schedule of activities available online
- Conference pre-registration information, and conference highlights appear in the Florida Music Director
- Excel Grid of conference activities available on Windows SkyDrive for conference planning and executive board members

December

- Weekly E-blast (#4, 5, 6 & 7) announcements of select session presenters (with session titles), school performing ensembles, Keynote speakers, professional ensembles special guests and registration information
- Contact assigned committees or components for reliability check
- Conference schedule of activities available online
- Conference registration information, and conference highlights appear in the Florida Music Director

Excel Grid of conference activities available on Windows SkyDrive for conference planning and executive board membersFinancing

FMEA is responsible for paying for the conference. Components are responsible for paying any costs connected with their own board meetings, clinicians or conductors they may hire beyond those listed below, supplements to any honoraria the component may authorize beyond the amount specified below, and other incidental costs connected with component activities at the Clinic-Conference.

Receptions or other food functions held during the Clinic-Conference are the responsibility of the sponsoring organization.

Any activities requiring the expenditure of FMEA funds that are not listed in the following sections or are not part of the adopted budget must be first presented to the Finance Committee for their recommendation to the Board of Directors.
Session presenters are not paid for their workshops. Presenters who live in Florida and are eligible to be FMEA members must be members of the association and music register for the conference.

All-State conductors selected from professionals from ~~of~~ Florida music educators must be members of FMEA and will be issued a VIP badge.

Board Expenses

Voting members of the FMEA **Board of Directors** will have expenses reimbursed for each day they are have a board responsibility at the Clinic-Conference.

Committee Chairs will be reimbursed for expenses for the day of the Board meeting, plus each day a workshop or meeting is sponsored by their committee.

Local Hosts

Local hosts designated by the Board are entitled to payment for actual out-of-pocket expenses incurred in the exercise of their responsibilities, up to the limit set forth in the budget. Additionally, up to three days of hotel for two persons may be paid by FMEA.

Clinicians for Components and Committees

FMEA issues contracts for all All-State conductors for the conference and pays honoraria and expenses for the following clinicians/conductors. Components may supplement the honorarium or have additional clinicians at their own expense.

FBA, FOA and FVA: Three All-State conductors with honoraria of $1500 plus expenses.
FEMEA: Expenses for one All-State conductor with honoraria of $1500 plus expenses; and three additional honoraria not to exceed $1200 to be used as desired.
FCMEA: One clinician at $75.00 (maximum) per hour with a maximum honorarium of $300.00, plus expenses.
FCNAFME: One clinician at $75.00 (maximum) per hour with a maximum honorarium of $300.00, plus expenses.
General Music: One clinician at $75.00 (maximum) per hour with a maximum honorarium of $300.00, plus expenses.
Technology: One clinician at $75.00 (maximum) per hour with a maximum honorarium of $300.00, plus expenses.
FMEA: Honoraria and expenses for clinicians or performing groups shall be determined as needed by the Board of Directors.

Note: Committee chairs must file a budget request to encumber these funds no later than the May Board meeting in the year prior to the Conference for which funds are being requested.

Equipment

FMEA furnishes:

Audio-Visual
Table microphone
Cart with electrical for presenter provided equipment (laptop, projector)
Instruments and Equipment -. All equipment should be requested on forms on line within the time frame specified.

Registration Fees

Registration fees are determined by the FMEA Board of Directors.

Mini-Concerts

The primary goal of the Mini-Concert Series is to feature auditioned elementary, secondary, and college performing groups representative of quality musical performance in Florida schools. The convention center provides for great flexibility in featuring a variety of groups. Some may perform in rooms, others may be seen in the public, pre-function areas.

Directors wishing their groups to be considered for a Mini-Concert must apply by submitting an audition tape to the FMEA office. The application deadlines are posted annually. Groups will be asked to submit a photograph and an article describing the group and its activities. Deadline dates may vary, but are published annually on the website.

Conference Concert Performances

It is important to provide exemplary performance models of Florida groups for the membership. These groups should demonstrate the best we have to offer, but are not intended to replace the existing mini-concerts.

Selection: Each group will submit application according to a Call for Exemplary Performing Groups in the magazine and web site. Format should be in bullet points rather than narrative. Conductor must be a member of FMEA. Groups may be K-12, college, or community. Each group is responsible for any costs incurred for participation. Recordings must not be more than I year old (from the 2002-2003 school year for the 2004 convention.) Criteria will include “models exemplary artistic standards, quality consistent throughout program”. Groups will be chosen by the executive board.

FMEA President will appoint the Concert Hour Coordinator(s). Component President will be responsible for the component recital/concert.

All-state students in selected ensembles: “Every effort will be made to schedule school performing groups that may include all-state students at a time that will not conflict with all-state rehearsals.”

The FMEA chaperon policy of 1 free and 1 paid chaperon per six students will be followed for secondary groups or 1 free and 1 paid chaperon per student for elementary.

Exhibits and Showcases

FMEA encourages publishers, instrument dealers, universities, and other businesses connected with music education to become exhibitors at the Clinic-Conference to display their products and services to music educators, students and parents. Since the exhibits complement the workshops, concerts, lectures and rehearsals, board members should encourage all conference participants to make time in their schedules to visit the exhibits.

Policies and procedures regarding exhibitors and exhibitor showcases are discussed fully in the section "Exhibits and Exhibitors".

Housing Procedures

Conference attendees must arrange their own hotel reservations. A list of FMEA hotels with negotiated room blocks is provided in the October, November, and December issue of the *Florida Music Director*. Board members (state officers, ex-officio) must notify the Executive Director no later than the September Board meeting to be included in the FMEA headquarters hotel room block. (See “Board Expense” above for policy on reimbursement of expenses.)

Members need to contact the hotel of their choice following the specified rules posted on the FMEA website. Members may only reserve a maximum of 5 rooms for their all-state students.

Student Eligibility for All-State Ensembles

Any secondary student participating in FMEA All-State must be a registered student of the entering public or private school, a regularly participating member in the appropriate performing ensemble (band, orchestra, guitar, or chorus) from that school, and recommended by the FMEA member-teacher and the school principal. A home-schooled student must either be a regularly participating member in an ensemble of their home school association or enrolled in a public or private school class for band, orchestra, or chorus.

Any elementary student participating in FMEA All-State must be a registered student of the entering public or private school and recommended by the FMEA member-teacher and the school principal. A home-schooled student must either be a regularly participating member of a music class that includes vocal instruction of their home school association or enrolled in a public or private school class for elementary music that includes vocal instruction.

The director must be an active member of FMEA/NAFME and the appropriate component association(s) (FBA, FEMEA, FOA, or FVA) for which the student is auditioning.

Proposals for New All-State Ensembles

(policy adopted January, 2007)

A component association may submit a proposal to FMEA President that should include information that describes:

1. Needs not being met by current ensembles,
2. Professional development outcomes,
3. A budget that shows how ensemble expenses will be covered, and
4. Ensemble performance/rehearsal location recommendations

The FMEA President will appoint a committee to review the proposal and the FMEA Executive Director will be consulted regarding conference schedule/performance/rehearsal logistics. The review committee may recommend to:

- accept OR
- not accept OR
- convene representatives from the FMEA Executive Committee, the appropriate component executive committee, and the FMEA All State Ensemble Review Committee to discuss possible revisions of the original proposal.

The final committee report will be presented at an FMEA Board Meeting

General Information

Registration Procedures and Fees

1. All participants - directors, students, chaperones and guests - must be registered for the Clinic-Conference.
2. Only directors may register their groups or pick up registration materials if pre-registered.
3. All participating students must be chaperoned by a person other than the attending director. There must be at least one chaperone per six (6) secondary students (free registration) and one additional chaperone may be registered for a charge. For elementary students, there must be one chaperone for each student (free registration) and one additional chaperone may be registered for a charge.
4. If a participating student is not accompanied by the director from that student's school, then the principal from that school must furnish a letter designating the person who is to be in charge of that student. The letter should be addressed to the FMEA Executive Director and must be submitted with registration materials.
5. Student observers are not allowed to attend the Clinic-Conference. If any student observers are brought to the Clinic, the offending school's participation in the Clinic-Conference may be eliminated the following year.
6. All school music teachers must register for the Clinic-Conference as FMEA directors and be current members of the FMEA. This includes directors of invited performing groups, mini-concerts, and session presenters. All-State conductors from Florida schools, colleges or universities must also be FMEA members. No current music teacher may register as a chaperon.

Wearing of Badges

Badges with the person's name and the name of their school must be worn at all times by students, directors, chaperones, and guests. Complimentary badges are furnished to all major clinicians and invited guests, mini-concert performers and other invited performing groups. (Note: names of all guests and performers must be submitted by December 15 to the Executive Director.)

Guest badges will be issued to invited guests, dignitaries, etc. upon request of the appropriate officer or committee chair.

Each component president is responsible for policing their group's rehearsals at the doors. All persons in rehearsal and session areas should wear a badge.

"Lost" badges may only be replaced at the registration desk. The director must appear in person with the original registration receipt to obtain replacement badges. The Board of Directors sets the fee for replacement badges.

Chaperone Policy

1. The directors are responsible for their students' safety at all times and should provide for proper chaperonage.
2. Directors must conform to their district school board policies.
3. One chaperone (in addition to the director) is required for every six students.
4. The director may not serve as a students' only chaperone.
5. If schools "share" chaperones both schools should indicate "sharing with…" on your list and "shared" chaperones must stay in the same hotel with the students indicated.

Student Conduct

1. Curfew for students on Wednesday, Thursday and Friday night is from 11:00 p.m. until 6:00 a.m. Curfew for students on Saturday night begins at 11:00 p.m. or one hour after the end of the concert and lasts until 6:00 am. Curfew means that students must be in their rooms and remain there during the hours stated.
2. Thirty (30) minutes after announced curfew, students found out of their own assigned room will be subject to being withdrawn immediately from participation in the Clinic-Conference
3. Students must maintain reasonable quiet at all times in hotel/motel rooms, both night and day. Television and radios must be played with volume at low level.
4. Hotel/Motel rooms are bedrooms. Under no circumstances shall students visit or entertain members of the opposite sex in their hotel/motel room.
5. Room doors should be locked at all times. Extreme care should be exercised near hotel windows and nothing is to be thrown from the windows. Students are not allowed on hotel/motel roofs.
6. Chaperons should have all rooms checked before leaving hotels/motels so that damages, if any, can be determined immediately.
7. Students shall not visit students in other hotels/motels without their chaperon's permission. Students are not allowed in cars except with chaperons.
8. No alcoholic beverage may be in students' possession at any time.
9. Illegal use of drugs in any form is absolutely prohibited.
10. Use of tobacco products in public by students is prohibited.
11. Students should engage in activities of a group nature only. Under no circumstances should social dates involving students be allowed.
12. Students should wear appropriate clothing, including shoes, at all times.

Violation of the Student Conduct Policies may result in the disqualification of a school's students from All-State auditions in the following year as determined by the FMEA Board or component association board as appropriate.

Communication

A copy of the rules and penalties will be included in the registration packet of all registered directors with All-State students.

Each component group president should read the rules to the students in each All-State group at the group's first rehearsal. It is also advisable for each component president to remind the membership, at the first business session, of the rules and encourage them to take personal responsibility for enforcement.

Tickets - All-State Concerts

Fairness Formula

The prime objective of the FMEA Ticket policy is to make certain that parents, directors, and families of performing students are able to obtain tickets to the All-State performances of their students. To that end, please observe the following procedures carefully.

Fairness Policy: a director is entitled to two tickets per student registered in an All-State performance, plus one ticket for the director and one for a registered spouse.

At the May 2004 FMEA Board of Directors meeting, the following ticket policies were adopted for all All-State concerts commencing with the 2005 FMEA Clinic-Conference:

- Registered attendees (directors/members, director's non-teaching spouse, performing all-state students, registered chaperones, FCNAFME members, retired FMEA members, and VIP Guests) do not require tickets to attend any All-State concert. For registered attendees, a conference attendance badge will be the only item required for admittance into any All-State concert.

- All non-registered attendees (parents, family members, guests, etc.) will be required to purchase tickets for any All-State concert they wish to attend as published annually.

- Directors who pre-register on-line can reserve and pay for All-State concert tickets for non-registered attendees for concerts in which they have registered All-State students. Each registered student may purchase two (2) tickets each at the time the director pre-registers on-line. These tickets will be pre-loaded in the director's registration package. Additional tickets may be purchased on Friday morning at the conference. (No change from previous policy)

- Directors who pre-register using paper forms from the *Florida Music Director* magazine or printed from the FMEA website (www.flmusiced.org) will have their registered All-State student "reserved tickets" (2 tickets per student) pre-loaded in their registration package, and must pay for the concert tickets they want to keep when they pick up their registration package. Additional tickets may be purchased on Friday morning at the conference. (No change from previous policy)

- Directors who register on-site and have registered All-State students can purchase their reserved All-State student tickets (2 per student) at the time they register. (No change from previous policy)

- Tickets for non-registered guests who did not qualify for a reserved ticket for all All-State concerts will go on sale at 11:00 a.m. Friday morning. There will be a separate ticket line for these sales.

There is no requirement that the director – or any other registered attendee – must be the person purchasing these tickets. (No change from previous policy)

Conference Scheduling

Conflict Free FMEA General Sessions. FMEA policy stipulates that no sessions (other than All-State rehearsals) shall be scheduled during the two FMEA General Sessions. When making out component schedules, time should be built in the schedule to allow for participant travel to the site of the General Sessions from the site of other sessions.

Room Set-Ups. Rooms at the convention center are usually set up theater style. If another seating style is preferred, please note it on the session form. Changes are discouraged because of the time and cost involved.

Session Lengths. FMEA designates congruent times for workshop sessions. All sessions should be scheduled so that beginning and ending times are the same. In cases where one time block is not sufficient, the session should be scheduled over two blocks with a fifteen-minute break between.

Typical Schedule. A typical schedule of sessions will be found at the end of this section.

All-State Concert Procedures

Performing groups should be in the hall 30 minutes prior to their performance time. Each concert should begin with the *Star Spangled Banner,* followed by announcements/introductions made by the appropriate component president. Comments by the group coordinator are discouraged in the interest of time.

Presidents will be responsible for ensuring that performances start and end in the time allotted for each concert. The Presidents should review concert programs at the time of submission to check that music selections fit within the time allowed.

Exhibits and Exhibitors

The exhibit area is a very important aspect of the Clinic/Conference. It affords exhibitors an opportunity to show their products and services to those who use them in carrying out their daily work as music educators, students and parents. Since the exhibits complement the workshops, concerts, lectures and rehearsals, board members should encourage all conference participants to make time in their schedules to visit the exhibits. FMEA Board members will recognize that the exhibit revenues largely support the association's budget to allow for regular office operations and other projects developed by the Board.

FMEA encourages publishers, instrument dealers, universities, and other businesses connected with music education to become exhibitors at the Clinic-Conference.

Announcement and Assignment

In late May, an announcement is sent to all previous exhibitors and prospective new exhibitors, which contains an informational article about the Florida Music Educators Association, the size and scope of the Clinic/Conference, and emphasizes the benefits to the exhibitor through exposure to our membership. Also included in the packet is the floor plan of the exhibit hall, a contract, rules and regulations, and, where appropriate, information about the Exhibitor Industry sessions.

Upon return of the contract, space assignments are made for the most part on a first-come first-served basis. An attempt is made to adjust the mix of the booths so that exhibitors with similar merchandise or services are not placed next to each other.

After receipt of the contract, an acknowledgment and invoice are sent to the exhibitor and a list of exhibitors is sent to the decorating company, which sends another packet about additional services that the exhibitor may require.

Exhibit Booth Fees

Exhibit booth rates are annually set by the Board of Directors. Pricing structures are reviewed annually by the Exhibits Manager and Executive Director. When appropriate, the Executive Director will bring a recommendation to the Board of Directors along with costs and comparisons of fees charged by other states of similar size.

Product Showcase Sessions

Application and Acceptance

Applications for product showcases are online beginning in February. Completed applications are received by the Executive Director and dated as they arrive

There is an application fee of $300.00 to exhibitors and a $500.00 fee for non-FMIC members.

Notice of acceptance or rejection is sent to all applicants following the September Board meeting so companies have sufficient time to secure clinicians and materials.

NOTE: Some discretion is used in the selection process. Considerations taken into account are: to insure there is not an over-abundance of topics of the same or similar nature, that industry session topics do not duplicate content with regularly scheduled sessions, that the content will be of interest and use to the membership, whether or not the exhibitor had a industry session the previous year, and compatibility with FMEA's overall philosophy and objectives for the conference.

Chapter 7: Financial Policies and Procedures

Accounts

1. The FMEA shall maintain separate accounts for such accounts as are necessary to carry out the business of the association.

2. All funds of the FMEA shall be collected and disbursed through the FMEA Executive Director.

3. Only one signature, normally that of the Executive Director, shall be necessary on Association checks. Expenditures shall be within the approved budget amounts. For emergency reasons, however, the President and President-Elect shall also be signatories on FMEA accounts. From time to time, the Executive Director may request other persons geographically located near the FMEA Office be authorized to sign checks in his/her absence.

General Guidelines

1. Prior to the beginning of each fiscal year, the Association will adopt an operating budget for that year. All expenditures made during the year shall fall into one of the adopted budget categories.

2. It shall be the policy of FMEA to follow zero-based budgeting practices (starting each year with zero budgets regardless of unspent amounts from the previous year). Budgeted funds authorized but not spent at the end of each year shall revert to general revenue.

3. It shall be the policy of FMEA to maintain a reserve fund equal to one year's operating budget (operating budget is explained below). The Board of Directors may authorize expenditures that will place reserves below this target amount. However, once this occurs every effort should be made to return them to a level of at least one year's operating budget.

4. For the purposes of budgeting, operational funds shall include all sources of income exclusive of reserves and special funds.

5. The Finance Committee shall present a balanced budget to the Board. Expenditures over the projected current operating income, which would require withdrawals from the savings accounts, shall require approval of the Board of Directors.

6. Matters pertaining to FMEA finances not specifically covered in this statement of Policies and Procedures shall be referred to the FMEA Finance Committee for consideration and recommendation to the Board of Directors.

7. At least every two years, the Finance Committee Chair and the Executive Director should present a budget workshop for all Board members. The purpose of this workshop would be to brief officers and committee chairs on the budgeting process and how to understand annual financial statements.

Budget Submission Calendar

The purpose of this calendar is to allow the Finance Committee time to examine the proposed budget for the following year prior to the end of the current fiscal year.

By March 15 -- Committee and officer budget requests due in the FMEA office. Executive Director then prepares a preliminary budget.
By April 15 -- Executive Director submits his preliminary budget to the Finance Committee. In cases where budget requests were not submitted, the Finance Committee will determine an appropriate amount for the preliminary budget.

By May 15 -- Finance Committee meets to review and refine the proposed budget.
At May Board Meeting -- Finance Committee presents its proposed budget to the Board for approval.
At September Board Meeting -- Any special requests will be considered by the Finance Committee, which shall make its recommendation to the Board of Directors.

Committee Budgets

1. Chairs of Committees shall submit a budget as soon as practicable after a committee's inception.

2. The Executive Director will review budget requests and forward them to the Finance Committee with recommendations. After review, the Finance Committee will make decisions in light of the committee needs and the financial resources and overall needs of the Association.

3. The Finance Committee shall report its budget recommendations to the Board of Directors at the September meeting. Prior to this meeting, any substantial alterations to a committee's budget shall be communicated to the respective committee chairs that, if he wishes to do so, may then prepare evidence justifying the original request.

4. Once approved, the committee chair may make cash or charge expenditures against the budget and the Executive Director is authorized to pay it. In the case of cash expenditures, committee chairs shall submit proper documentation and receipts to the Executive Director before being reimbursed.

5. Committee chairs shall keep a running balance of amounts expended against their approved budgets. Exact balances can be requested at any time from the FMEA Executive Director.

6. It shall be the responsibility of the Executive Director to see that committees remain within their approved budgets and to make periodic reports to the respective committee chairs.

7. When expenditures are necessary before approval of the budgets, committee chairs may, with the approval of the, Executive Director encumber up to 30% of the previous year's approved budget for that committee.

8. A committee that is formed after budgets are adopted may receive “seed" funds for its operation upon request from the FMEA President and subsequent approval of the Finance Committee.

9. Budget approval by the Finance Committee will normally be for the total budget rather than for each line item. Each committee chair may make transfers from one line item to another provided the budget total is not exceeded.

10. After budget approval, any expenditure, which would exceed the approved total budget, requires submitting a budget amendment for approval by the Finance Committee.

Committee Travel and Meetings

1. Committee chairs shall be notified in writing of all Board of Directors meetings and if their presence is required. Expenses shall be paid at the same rate as for Board of Directors members when a committee chair's presence at a Board Meeting is necessary.

2. All Standing Committees shall meet at the annual Clinic/Conference. The chair may schedule other committee meetings at other times during the year, but the Executive Director must approve payment of expenses to a meeting if they were not included in the committee's approved budget.

3. Expenses for committee chairs to attend an NAFME national or regional meeting or a conference specific to the committee's responsibility may be paid only when authorized by the Executive Director in consultation with the President.

Officer Travel and Meetings

Officers shall be paid the standard expense rate for:

1. Attendance at any Board meeting.

2. Attendance at any committee meeting when their presence is directed by the President or is required to fulfill the obligations of their job description.

3. Attendance at one NAFME regional or national meeting each year for the President, President-Elect, Past-President, Executive Director, and the editor of *The Florida Music Director*.

4. Attendance at the NAFME Interim Conference for the President, President-Elect, Past-President, Executive Director. Any reimbursement from NAFME shall be returned to FMEA.

5. Attendance at conferences or seminars for officers (including ex-officio) as approved by the Finance Committee.

6. Attendance by the President and/or the Executive Director at all meetings as appropriate or as specified by contractual arrangement.

Standard Expense Rates and Procedures

When expenses are authorized to be paid, the following rates apply:

1. TRAVEL – Current IRS mileage rate per mile round-trip in personal automobile; actual round-trip coach fare for air travel.

   - When traveling by airplane, charges for authorized taxi and limousine fares and auto parking fees will be reimbursed when proper receipts are presented. No expense claim will be honored for air travel insurance premiums.
   - When traveling by auto, toll charges and parking will be reimbursed when proper receipts are presented.
   - When an individual chooses for personal convenience to use an automobile rather than public transportation, reimbursement will be at the prevailing mileage rate or economy airfare, whichever is less.

2. MEALS - $ 41.00 per day to be pro-rated as $7.00 breakfast, $11.00 for lunch and $23.00 for dinner. Any gratuities are included in this amount. On travel days, allowances will be based on starting and ending time of official meetings with consideration for travel time. Receipts must be submitted with reimbursement form.

3. HOTEL - Room expense.

   - Incidental expenses (telephone calls, restaurant charges, etc.) must be paid by the person(s) using the room.
   - Charges for extra unauthorized persons (spouses, children, and friends) in a room must be paid by the person using the room.

Whenever possible, FMEA will make room reservations on a master block account and pay the hotel directly for rooms. Persons will be notified in advance whether reservations are being made by FMEA or should be made individually. If FMEA pays for the rooms directly, persons should make sure on checkout that any unauthorized charges as noted above are paid by the individual responsible for them. Any such charges left on the bill will be deducted from other expense payments to the person incepting the charge.

Reimbursement Procedures

Reimbursement to any officer or committee chair for expenses should be claimed on the form provided by the Executive Director. Receipts or other acceptable proof of payment is required for any reimbursement other than daily meal allowance.

When circumstances require it, advance payment may be made for airfares or other expenses as approved by the Executive Director, however, proper substantiation of the charges must be provided in a timely fashion.

Policies Regarding Clinic-Conference

1. The FMEA will pay for component organizations' guest conductors and principal clinicians as indicated herein. If a component organization wishes to engage additional clinicians or make payment in excess of the amounts authorized, the respective component shall provide the necessary funds.

2. The expenses of all pre-clinic contacts, bulletins, telephone calls, tickets, etc. encumbered by component organizations are the responsibility of the component.

3. The FMEA office shall make hotel reservations for all principal clinicians, conductors and members of the FMEA Board of Directors.

4. Conductors and Clinicians will receive the standard expense rate as authorized for Board meetings, plus honoraria as indicated below:

   a. Florida Bandmasters Association: Three conductors for All-State ensembles, with honoraria of $1,500 plus expenses

   b. Florida Orchestra Association: Three conductors for All-State ensembles, with honoraria of $1,500 plus expenses

   c. Florida Vocal Association: Three conductors for All-State ensembles, with honoraria of $1,500 plus expenses

   d. Florida Elementary Music Educators Association: One conductor for the All-State Elementary Chorus, with honoraria of $1,500 plus expenses three clinicians not to exceed $1200 plus expenses or may be divided among mini-session presenters, clinicians or conductors, total honoraria not to exceed $1200

   e. Florida College Music Educators Association: A maximum allowance of $300.00 ($75.00 per hour) may be used, if requested on the prescribed budget request.

   f. Florida Collegiate NAFME: A maximum allowance of $300.00 ($75.00 per hour) may be used, if requested on the prescribed budget request

   g. General Music, World Music Awareness, Technology Committee: A maximum allowance of $300.00 ($75.00 per hour) may be used, if requested on the prescribed budget request

   h. FMEA Clinicians
   Honoraria and expenses for FMEA clinicians or performing groups shall be determined as needed by the FMEA Board of Directors.

5. Product Sessions
The demonstration or workshop must be educational rather than simply commercial. FMEA accepts no financial responsibility for commercial clinicians or equipment needed for Industry session other than a standard room setup.

6. Non-commercial
Florida music educators are encouraged to submit session proposals for the annual clinic-conference. As in NAFME, no expenses or honoraria are paid these music educators who serve as clinicians.

7. Local Hosts shall receive payment for actual out-of-pocket expenses incurred by them in the exercise of their responsibilities as authorized by the Executive Director, limited only by the budget allocation for these expenses. Additionally, the Board authorizes the Executive Director to approve a hotel room or rooms for up to three days at locations to be determined by the needs of the local hosts for each major area of band, orchestra, vocal, and elementary.

8. Committee Chairs shall receive the standard expense rate for each day of the Clinic-Conference for which they have responsibility for conducting sessions or meetings.

No individual, group, committee, or component association shall make a commitment of funds without specific permission from the Executive Director (given in writing) as approved by the Executive Committee.

State Magazine Policies

1. It shall be the intent of FMEA that the *Florida Music Director* magazine be self-supporting through the sale of advertisements.

2. The Board of Directors shall review advertising rates for The *Florida Music Director* magazine based on recommendations of the Finance Committee and consultation with the Executive Director and the Editor of the magazine.

3. Any organization sharing editorial space in the magazine with the FMEA shall be billed for an amount determined by the Executive Director and the organization.

4. Contracts for the printing, binding, editing, design & layout, advertising sales, photography, and mailing of the magazine shall be negotiated and executed by the Executive Director.

5. An overall budget for the production of the magazine shall be prepared each year by the Executive Director.

6. Should a deficit occur in the operation of the magazine, FMEA general revenues shall cover such deficit.

Reserve Accounts

FMEA shall have a reserve account in an amount equal to one year's operating budget. These amounts should be considered as a "rainy day" fund for emergencies. The operating budget adopted each year should be balanced to avoid having to use reserves for normal annual operations. There is a goal of having one years' operating budget.

At the end of each budget year where there is excess revenue in the operations account, the Finance Committee will recommend the disposition for the excess revenue.

Reserve accounts shall be held in interest bearing accounts or investment accounts as approved by the Board of Directors. Interest earned on these amounts should be rolled-over to increase the reserves and not considered as available for operations.

Audits and Reports

(Revised, May 2008)

All monies received or expended under the name or auspices of the FMEA must be accounted for in such a way as to make a general annual audit possible. As part of the audit, management requests the auditor to prepare a draft of the Organization's financial statements, including the related notes to the financial statements. In order to provide oversight of the financial statement preparation services at an appropriate level and implement controls over the financial reporting process, management has established review policies and procedures including the performance of the following functions:

- Reconciling general ledger amounts to the draft financial statements using grouping schedules provided by the auditor.

- Reviewing the adequacy of financial statement disclosures, including reviewing and approving a completed disclosure checklist the auditor provides with the draft financial statements.

- Reviewing and approving schedules and calculations supporting amounts included in the notes to the financial statements.

- Applying analytical procedures, as deemed necessary by management, to the draft financial statements.

- Performing other procedures as considered necessary by management.

Additionally, the following guidelines apply:

1. A Financial Report shall be given at each meeting of the Board of Directors and as requested by the President or Finance Committee.

2. The Executive Director shall make monthly or periodic reports to the Finance Committee as to where FMEA stands in relation to its adopted budget.

3. The Executive Director shall secure an annual audit of the accounts, as defined above, a report of which shall be submitted to the Board of Directors at its September meeting and which shall be published on the FMEA website.

4. The Executive Director shall distribute a Request for Proposal (RFP) to auditing firms a minimum of every five years. (Adopted, 2011)

Whistleblower Protection Policy

(adopted May, 2010)

The whistleblower protection policy is being implemented for the FMEA to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just those that operate for profit.

An employee or volunteer of the FMEA, who reports waste, fraud, or abuse will not be terminated or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems –

including termination of employment, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

There are several ways to make a report of suspected waste, fraud, or abuse:

- Call or email the executive director or president of the association

FMEA Actions in Response

Whether reported to the president or the executive director, the executive committee shall investigate the allegation. As part of that investigation, the executive committee may

- Interview employees
- Interview vendors
- Interview any others mentioned in the allegation.

Following the investigation, the FMEA Executive Committee shall –

- Provide the person filing a report with a summary of our findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to deal with any criminal activities.

Record and Retention Policy

(adopted May, 2010)

FMEA shall retain 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. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers, and handheld computers and other wireless devices with text messaging capabilities.

It is against FMEA's policy to knowingly destroy a document with the intent to obstruct or influence an investigation. If an official investigation is under way or even suspected, document purging must stop in order to avoid criminal obstruction.

All reports, records, and documents that are identified and approved for destruction that contain confidential or sensitive information shall be shredded.

Open Records and Public Inspection Policy

(adopted May, 2010)

The Florida Music Educators' Association is committed to:

- Openness and transparency to current members, donors/funders, its various stakeholders, and the general public
- Proactive disclosure and dissemination of information about operations, plans, and decisions of the executive board, and information concerning the organization name

The following documents are available for public inspection at our office and on our website:

All documents as required by federal, state, and local law, including but not limited to the IRS Form 990 and if applicable, the IRS 990 T.

Available on our website for members are:

Audited financial statements
Minutes of the board of director's meetings
Other documents as deemed appropriate by the board of directors

Conflict of Interest Policy

(Adopted May, 2010)

RESOLVED, that the following conflict-of-interest policy become the policy of this corporation and be applied to professional nonprofit employees. It is imperative that employees of the Nonprofit Organization conduct themselves with a degree of honesty and integrity that is beyond reproach or even suspicion.

While it is not possible to anticipate every situation and prescribe a precise rule for each, it is possible to set forth certain basic, general principles to be observed by employees at all times. The essence of this policy is that employees shall always deal with others doing, or seeking to do, business with the Nonprofit Organization in a manner that excludes all consideration of personal advantage. Accordingly, every employee of the Organization is subject to the following policy:

(a) Interest in Other Business Organization

Employees of the Nonprofit Organization thereof or members of their immediate families shall not have any interest, direct or indirect, in any other business which in any degree conflicts with the employee's primary obligations to the Nonprofit Organization thereof. In this regard, employees or members of their immediate families should not possess a significant financial interest in any business that does, or seeks to do, business with the Nonprofit Organization thereof. In addition, employees should not conduct business on behalf of the Nonprofit Organization thereof with members of their immediate family, or a business organization with which the employees or members of their immediate families have any association that could be construed as significant in terms of potential conflict of interest.

(b) Gifts, Favors, Entertainment, and Payments to Employees

Employees shall not seek or accept any gifts, payments, fees, services, valuable privileges, vacations or pleasure trips, loans (other than conventional loans from lending institutions), or other favors from any person or business organization that does, or seeks to do, business with the Nonprofit Organization. No employee shall accept anything of value in exchange for referral of parties to any person or business organization that does, or seeks to do, business with the Nonprofit Organization thereof. In the application of this policy:

(a) Employees may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their families.
(b) An especially strict standard is expected with respect to gifts, services, or considerations of any kind from suppliers. Entertainment at the expense of suppliers beyond that contemplated by (a) above should not be accepted under any circumstance.

Executive Director Compensation and Business Expense Reimbursement Policy

(Adopted May, 2010)

The Florida Music Educators' Association objective is to provide a reasonable and competitive executive director compensation opportunity consistent with market-based compensation practices for the chief executive officer possessing the experience and skills needed to improve the overall performance of FMEA. A contract of employment will provide all compensation and benefits for the executive director.

The organization president will appoint, annually, a compensation and benefits committee whose responsibilities are to review the performance of the executive director and to recommend for approval to the executive board salary and benefits for the executive director. The executive board and compensation and benefits committee are charged with ensuring that the executive director compensation policy and procedures satisfy the IRS Intermediate Sanctions requirements.

When incurring business expense, FMEA expects the executive director to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by documentation, as they are spent.

Expense reports for the executive director must be approved by the organization president or designee.

- FMEA will reimburse actual and necessary expenses, including mileage in a privately owned vehicle and related tolls and parking. Mileage costs will be reimbursed at the current IRS approved rate.
- Lodging while traveling on behalf of the organization shall be in properties that meet business requirements and offer good value (medium range hotels). Receipts for all lodging must be provided showing itemization of expenses.
- Meals while traveling shall be reimbursed and receipts must be provided. Entertainment expenses and other types of personal expenses not relating to FMEA business shall be excluded.
- FMEA recognizes the executive director may, as necessitated by FMEA events and business, pay for meals for a group with reasonable beverage charges, including alcohol, may be reimbursed with receipts.
- Automobiles may be rented when the cost is justifiable (less than mileage reimbursement or less than the cost of taxis). Depending on whether the trip is local or long-distance, discretion may be used up to a full-size rental, mini-vans, or SUV. Luxury vehicles shall not be used. Rental car receipts must be submitted.
- Taxicabs are usually the lowest reasonable cost and preferred method of ground transportation when an automobile rental is not indicated. Receipts for reimbursement are required.

Non-reimbursable Expenses
The following items are typically non-reimbursable expenses:

- First class or spouse travel
- Upgrades to air travel, car rentals, or hotel rooms
- Purchase of clothing, luggage, toiletries and other miscellaneous personal items
- Supplemental travel or car insurance
- Fines, penalties, or legal fees
- Personal entertainment or recreational expenses

Other Activities

Any activities not specifically mentioned in this statement of Policies and Procedures shall be referred to the Finance Committee for its evaluation. The Board of Directors shall have the final authority for all determinations.

Chapter 8: Publications

The *Florida Music Director*

FMEA's official state magazine, the *Florida Music Director (FMD)*, is published monthly except for June, July, and January. The February and March are combined into one issue. The FMD is published in digital format and selected issues are in print format.

.

Regular Content

The editor of the *Florida Music Director* strives for a balance among feature articles and news items. Component presidents and Committee Chairs are encouraged to submit articles about their area of specialty, but the articles should be focused on the area, not the component per se. Some persons will be asked by the Editorial Committee to submit articles; others will be developed from presentations by clinicians and speakers at FMEA and component events. All copy material must go through the submission process described below and will finally be edited to conform to the New York Times Style Manual.

Focus Issues

Many issues will have a central focus dealing with topics related to instrumental, vocal or general music, year-round schools, curriculum reform, etc. Similarly, some issues will highlight the FMEA Clinic-Conference, Government Relations, component summer convention, etc. Currently the focus issues are:

August – Back-to-school
September – Focus on the Classroom and Fall Workshops
October – Introduction to Clinic-Conference and All-State Conductors
November – Conference Overview; contains FSMA newsletter
December - FMEA Pre-Convention issue
February/March – Instrumental Music; contains FSMA newsletter
April – Elementary Music Education
May – Summer Professional Development

Submission Deadlines

All insertion orders are needed in the FMEA office no later than 30 days prior to the month of publication and all advertising material **MUST** be in the office no later than the 10th of the month two months prior to publication, i.e., the advertising copy for the November issue must be received by September 10.

Editorial copy MUST be in the FMEA editor's office no later than the 10th of the month two months prior to publication for articles, stories, and short items. For example, the November issue of the *Florida Music Director* goes to the printer on October 15. Articles for this issue would need to be submitted by September 10.

The Executive Director shall publish a schedule of due dates for the Board of Directors and distribute at the May Board meeting for the next year.

Guidelines for Submitting Copy

Special Position/Premium Page: Guaranteed special placement requests are considered on a space-available basis for advertisements half-page or larger at an additional fee of $25 per insertion. Inside Front Cover, Inside Back Cover, Outside Back Cover are guaranteed with the price of the ad and available on a first-come, fist0served basis. Inside guarantees must be page specific (e.g., facing President's page, facing table of contents, etc.) Due to design and layout considerations, placement guarantees cannot be made for "front ½ of magazine", "far forward," etc. We will make every attempt to honor such requests, but they cannot be guaranteed.

Acceptable Electronic Formats: Preferred ad format is either as composite High Resolution PDF, Tiff (Photoshop document) or EPS with all fonts outlined. Our production department is Mac-based and uses the following programs: Adobe PageMaker 6.5, Quark Express 4.0, Adobe Illustrator 9.0, and Adobe Photoshop 7. Ads must be in a format that can be read by one of these programs. All applicable fonts and images must be provided. Images must be at least 300 dpi resolution at 100% of the size. Advertisement art should be submitted by email to valanderson@flmusiced.org. Ad art may also be submitted on CDROM to the FMD office.

Unacceptable Electronic Formats: We cannot accept electronic ads in Microsoft Word, WordPerfect, Powerpoint, Corel Draw or Microsoft Publisher.

Acceptable Printer-Ready Artwork: Camera-ready veloxes will be accepted if printed at 1200 dpi or greater. Negatives should be composite film 150-line screen, right-reading emulsion side down, accompanied by a proof. All hard copy submissions will be transferred to digital media, and the advertiser will be billed the cost incurred for transfer.

Advertising

The Advertising Manager solicits advertising. Advertising rates are set based on comparisons with other state magazines of similar audience, circulation and quality. A current rate sheet will be found at www.flmusiced.org/fmd.

FMEA reserves the right to approve any application for appearance in the magazine for both editorial and advertising material, and to edit all materials proposed for distribution.

Permissions to Reprint

FMEA automatically grants permission to all FMEA members to reprint articles from the *Florida Music Director* for non-commercial, educational purposes. Non-members may request permission from FMEA Headquarters.

Research Perspectives in Music Education

Research Perspectives in Music Education is the creation of the FMEA Research Committee and the Florida College Music Educators Association, a component of FMEA. It is published by FMEA for all music educators and is distributed on a subscription basis.

Guidelines for Submission

The FMEA research bulletin, Research Perspectives in Music Education, accepts manuscripts of approximately twenty pages or less for review using any research methodology (e.g. quantitative, historical, philosophical, speculative, bibliographic). Submission of a manuscript for review indicates that the material is not currently submitted for publication elsewhere. Authors should present research with clarity when reporting the purpose, procedures, and conclusions, and when possible include implication for and applications to music education.

Manuscripts submitted for review should conform to the manuscript style of the Publication Manual of the American Psychological Association (5th edition). The style must be consistent within the paper and should be identified on the cover page of the manuscript. Incomplete reports of research will not be accepted for review. Four copies of an abstract no longer than two hundred words should accompany four copies of the complete manuscript when submitted, and the author's name should appear only on the cover page so the Editorial Board may blind review all submissions.

All submissions will be reviewed by at least three members of the Editorial Board, and may be accepted, accepted with revision, or rejected. Upon acceptance of the research for publication in the bulletin, the author will be notified and the author will transfer all literary rights on the published article to the Florida Music Educators Association. Prior to publication the Editor must receive a signed transfer of the

copyrights. Contributors are responsible for copyright clearance on illustrations, figures, or lengthy quotes used in their manuscripts that have been published elsewhere.

Position Papers

From time to time, FMEA finds it appropriate to publish a statement of its position on various issues affecting music education. These position papers are outgrowths of concerns of the membership, the Board of Directors, or events in government or society that require a position or response. Normally, a committee will write the position statement and present it for adoption by the Board as FMEA's official position.

Reference Documents

FMEA periodically publishes major research documents on varying topics. Some of the past publications include Organizing For Advocacy, an outgrowth of an FMEA Leadership Conference; Status Study of Music In Florida Schools - A Final Report or the Profile of All-State Instrumentalists, which was the result of a research project by the FMEA Research Committee.

On occasion, FMEA will cooperate with other agencies, such as the Florida Department of Education, in writing technical assistance documents, which are published and distributed by the State. In these instances, FMEA is listed as a contributor, but not as the author or publisher. Some of these titles include:

Appendix A – FMEA Presidents

FMEA and FSMEA Presidents

FLORIDA MUSIC EDUCATORS ASSOCIATION

Otto Kraushaar	1944-1947
Fred McCall	1947-1948
Otto Kraushaar	1948-1949
Wallace P. Gause	1949-1951
Al G. Wright	1951-1953
Harry McComb	1953-1955
Frances Deen	1955-1957
Howard Swyers	1957-1959
Alton L. Rine	1959-1961
Roy V. Wood	1961-1963
Reid Poole	1963-1965
Pauline Heft	1965-1967
William LeDue	1967-1969
Charles Quarmby	1969-1971
Peggy Joyce Barber	1971-1973
William P. Foster	1973-1975
Andrew Wright	1975-1977
F. Lewis Jones	1977-1979
Alice S. Fague	1979-1981
Mary J. Palmer	1981-1983
John R. DeYoung	1983-1985
Raymond L. Kickliter	1985-1987
Shelby R. Fullerton	1987-1989
A. Byron Smith	1989-1991
Bobby L. Adams	1991-1993
Andre C. Arrouet	1993-1995
Russell L. Robinson	1995-1997
Kathleen D. Sanz	1997-1999
Phillip D. Wharton	1999-2001
Carolyn Minear	2001-2003
Frank Howes	2003-2005
Lucinda Balistreri	2005-2007
Jeanne Reynolds	2007-2009
Joseph Luechauer	2009-2011
Sheila King	2011-2013

FLORIDA STATE MUSIC EDUCATORS ASSOCIATION

Alpha Moore	1951
Leander Kirksey	
Josephine Kennedy	
George Hill	1963-1964
Maudesta T. James	1964-1966