

# **District 2**

## **The Pennsylvania Music Educators Association**

Affiliated with the  
Music Educators National Conference

### **Constitution**

#### **Article I** **Name and Purpose**

##### **Section 1. Name.**

- The name of this organization shall be District 2 of the Pennsylvania Music Educators Association (PMEA).

##### **Section 2. Purpose.**

- The purpose of this organization shall be mutual helpfulness in the advancement of music education as stated in the purpose of PMEA.

##### **Section 3. Affiliation.**

- This organization shall function as District 2 of PMEA.

##### **Section 4. Relationship.**

- This organization shall maintain a relationship with PMEA and Music Educators National Conference (MENC).

##### **Section 5. Organization.**

- This organization shall consist of PMEA members in the counties of Erie, Crawford, Warren, McKean, Elk, Cameron, Potter, and Mercer counties (Jamestown Area School District only).
- These counties include IU5, IU9, and IU4.

#### **Article II** **Membership**

##### **Section 1. Kinds of Membership.**

- The membership policies in PMEA District 2 will be consistent with the membership policies of PMEA.

**Article III**  
**Officers and Committees**

**Section 1. Officers.**

- The officers of this association shall consist of the following:
  - President
  - 1<sup>st</sup> Vice-President (President-Elect)
  - 2<sup>nd</sup> Vice-President (immediate Past-President)
  - Webmaster Secretary
  - Treasurer

**Section 2. Executive Committee.**

- The Executive Committee shall consist of the following:
  - Officers (see Section 1)
  - Curriculum/Instruction (C/I) Chairperson
  - District 2 Policy Chairperson
  - Data/Technology (D/T) Coordinator

**Section 3. Committees, Chairpersons, Coordinators, and Librarians.**

- Standing and Special Committees, Committee Chairpersons, Coordinators, and Librarians for the association shall be appointed and/or reappointed by the President biannually, as outlined in Articles IV and V.

**Section 4. Elections.**

- The officers of this association as described in Section 1 of this Article shall be elected for a term of two years, with the exception of the Webmaster Secretary and Treasurer. The total term of office for the Presidency is six years in which two are served as 1<sup>st</sup> Vice-President, two are served as President, and two are served as 2<sup>nd</sup> Vice-President respectively. Elections shall be conducted via e-mail and/or online ballot as provided for in the By-Laws. Offices shall be assumed the following July 1. The Webmaster Secretary and Treasurer shall be appointed and/or reappointed biannually by the Executive Committee.

**Article IV**  
**Duties of Officers**

**Section 1. Executive Committee.**

- The Executive Committee shall:
  - Expedite matters concerning the affairs of PMEA District 2.
  - Make a report at each regular business meeting with recommendations for proper action.
  - In the event that the office of President should become vacant, and the succession of power is not possible, appoint an acting President to fulfill the remainder of the term.

## **Section 2. President.**

- The President shall:
  - Preside at all meetings of the association and of the Executive Committee.
  - Have authority to call special meetings.
  - Appoint a replacement to fill the remainder of the term of office for any position that becomes vacant.
  - Appoint or reappoint ex-officio members of all committees except as specified elsewhere in this constitution.
  - Cooperate with the Webmaster Secretary in creating meeting agendas for regular business meetings.
  - Arrange the date and location for, and preside over selection meetings for the PMEA District 2 festival system.
  - Cooperate with the Festival Coordinators to see that all festival hosts in PMEA District 2 are fully informed as to state requirements, regulations, and procedures as set forth in the state constitution, handbook, and supplementary provisions.
  - Keep the members informed by posting at least two online newsletters to the PMEA District 2 Website each year, preferably once in the fall and once in the spring. This is in addition to e-mail and website postings sent to the membership as needed.
  - Attend all PMEA state board meetings (Summer Conference, January Board meeting, All-State Conference) and provide the State Board with a report of activities in District 2 at each board meeting.
  - Serve as Region II Chairperson during the second year of the Presidency.

## **Section 3. 1<sup>st</sup> Vice-President.**

- The 1<sup>st</sup> Vice-President, who is President-Elect, shall:
  - Perform the usual duties of the office and assist the President in his/her duties.
  - In the absence of the President, assume the duties of the Presidency or he/she may choose to waive the responsibility to the 2<sup>nd</sup> Vice-President and assist when needed.
  - Secure all festival hosts for the current and following year's festivals.
    - Hosts shall be selected from invitations extended by member schools via a letter of intent signed by the administration of volunteer member school.
    - If more than one invitation is received for a particular festival, determination of hosts shall be made by majority vote of members at District meetings.
  - Cooperate with the Choral Festival Coordinators and chair the Choral Festival Selection Committees.
  - Chair the Nominating Committee and coordinate on-line elections with the Webmaster/Secretary.
  - Attend the PMEA Summer Conference and provide the membership of District 2 with an online report of the information obtained at the PMEA Summer Conference by posting it on the PMEA District 2 Website.

#### **Section 4. 2<sup>nd</sup> Vice-President.**

- The 2<sup>nd</sup> Vice-President, who is the immediate Past-President, shall:
  - Serve as a mentor to the incoming President and 1<sup>st</sup> Vice-President.
  - Assist the President and 1<sup>st</sup> Vice-President in their duties where needed.
  - Assume the duties of the President if asked by the 1<sup>st</sup> Vice-President in case of the President's inability to serve.
  - Assist the 1<sup>st</sup> Vice-President in securing festival hosts.
  - Cooperate with the Band Festival Coordinators and chair the Band Selection Committees.

#### **Section 5. Webmaster Secretary.**

- The Webmaster Secretary shall:
  - Design, maintain, and post information to the PMEA District 2 Website.
  - Send e-mails as needed to the general membership.
  - Record and file minutes from all Executive Committee meetings.
  - Collect all regular business meeting minutes from the Festival Coordinators and post them to the PMEA District 2 Website.
  - Cooperate with the President in creating meeting agendas for regular business meetings.
  - Acquire membership database information from the Data/Technology (D/T) Coordinator and update this information on the PMEA District 2 Website.
  - Post and update all policy manuals, forms, and supplementary provisions to the PMEA District 2 Website.
  - Coordinate with the Nomination Committee and post online elections and also cooperate with the Executive Committee in vote tabulation.
  - Assist the President in creating and posting to the PMEA District 2 Website an online newsletter twice a year, preferably once in the fall and once in the spring.

#### **Section 6. Treasurer.**

- The Treasurer shall:
  - Maintain accurate financial records for PMEA District 2.
  - Furnish the President with two treasury reports each year. One report shall be provided prior to the festival season to be included in the agenda presented at each regular business meeting and one shall be provided after each festival season to be posted to the PMEA District 2 Website.
  - Collect and deposit student participation fees that are payable to the PMEA District 2 treasury from each festival.
  - Request the state Executive Officer to pay bills for PMEA District 2.
  - Order appropriate plaques for all festival hosts.

## **Section 7. Documents, Records, and Correspondence.**

- At the expiration of each officer's term of office, the documents and records in their complete form, together with all correspondence and historical data shall be turned over to their successor by July 1.

## **Article V** **Duties of Standing Chairpersons and Committees**

### **Section 1. Curriculum and Instruction (C/I) Committee.**

- The Curriculum and Instruction (C/I) Committee shall:
  - Consist of four Coordinators elected biannually (2 coordinators elected at a time) for 4 year terms with a possible 2 year extension called for by the President, each representing one of the four educational levels associated with PMEA:
    - Collegiate (ie: 2009-2010 school year)
    - Secondary or High School (ie: 2011-2012 school year)
    - Middle School (ie: 2009-2010 school year)
    - Elementary School (ie: 2011-2012 school year)
  - Work with the local IU's and school districts in providing seminars and professional development activities throughout the year.
  - Cooperate with the Webmaster Secretary in posting via e-mail and the PMEA District 2 Website various professional development information and/or opportunities in the local area as they become available.
  - Assist directors with music education advocacy as needed.
- Each Curriculum and Instruction (C/I) Coordinator shall:
  - Provide festival hosts in their respective educational levels with Act 48 seminar clinicians and coordinate seminar times and locations with festival hosts.
  - Submit to the PMEA state office the appropriate Act 48 seminar paperwork including, but not limited to:
    - Act 48 seminar evaluations.
    - Act 48 hour sheets.
    - Act 48 hour reports.
  - Provide an article submission to the Curriculum and Instruction (C/I) Chairperson for the fall and spring online newsletters. Submissions should be of an educational purpose according to their particular educational level. Submissions may be original, come from outside sources, or be provided by local educators.

### **Section 2. Curriculum and Instruction (C/I) Chairperson.**

- The Curriculum and Instruction (C/I) Chairperson shall:
  - Be appointed and/or reappointed by the President biannually.
  - Represent the Curriculum and Instruction (C/I) Committee as a member of the Executive Committee.
  - Preside over regular Curriculum and Instruction (C/I) Committee meetings.

- Attend all PMEA state board meetings (Summer Conference, January Board meeting, All-State Conference) and provide the State Board with a report of Curriculum and Instruction activities in District 2 at each board meeting.
- Provide the membership of PMEA District 2 with an online report of the information obtained at the state board meetings to be posted on the PMEA District 2 Website.
- Coordinate with the Curriculum and Instruction (C/I) Committee in obtaining funding for all Act 48 seminars provided at festivals.

**Section 3. District 2 Policy Chairperson.**

- The District 2 Policy Chairperson shall:
  - Be appointed biannually by the President.
  - Coordinate all PMEA District 2 festival policies. This shall include, but not be limited to, audition procedures and host responsibilities.
  - Be a liaison between the Festival Coordinators and the President and/or Executive Committee in matters of policy.
  - Chair the Festival Committee.

**Section 4. Data/Technology (D/T) Coordinator.**

- The Data/Technology (D/T) Coordinator shall:
  - Be appointed and/or reappointed biannually by the President.
  - Update, maintain, and provide storage for any technology or technological equipment owned or used by PMEA District 2.
  - Update and organize the PMEA District 2 membership database and shall distribute this database to the Webmaster Secretary on an annual basis.
  - Assist the President, 1<sup>st</sup> Vice-President, and 2<sup>nd</sup> Vice-President with selection meetings.
  - Aid festival hosts with the organization and input of student contact and housing information and prepare the PMEA District 2 computers and printers for audition tabulations.
  - Serve as the chairperson of the Audition Tabulation Committee.
  - Create the report required by the state for students advancing to the All-State festival from Region II festivals hosted in PMEA District 2.
  - Provide the President, 1<sup>st</sup> Vice-President, and 2<sup>nd</sup> Vice-President with a list of students who automatically qualify for participation in a District 2 Band festival for placing in the top half of their instrument at the prior year's Region II Band festival.
  - Assist the Webmaster Secretary with any website or technology needs as they arise.

## **Section 5. Festival Coordinator.**

- A maximum of twelve (12) Festival Coordinators shall be appointed and/or reappointed biannually as needed by the President for the following festivals:
  - Sr. High District Band, Chorus, Jazz, and Orchestra
    - Festival Coordinators for the Sr. High District Festivals shall also be Festival Coordinators for their respective Region II Festivals when hosted in PMEA District 2.
  - IU5 Jr. High District Band and Chorus
  - IU9 Jr. High District Band and Chorus
  - IU5 Band and Song Fest (all quadrants)
  - IU9 Band and Song Fest (all quadrants)
- Festival Coordinators shall:
  - Act as policy chairpersons at their respective festivals by administering, upholding, and maintaining the PMEA festival policies as written in the PMEA District 2 Festival Policy Manual and the PMEA State Festival Policy Manual.
  - Cooperate with the President to see that all festival hosts in PMEA District 2 are fully informed as to state requirements, regulations, and procedures as set up in the state constitution, handbook, and supplementary provisions and shall provide said materials via host manuals and other publications.
  - Assist the festival hosts with preparing a festival budget to present to the Executive Committee for approval.
  - Cooperate with the festival hosts and Librarians in the set up and distribution of music folders and informational materials.
  - Cooperate with the festival hosts and Librarians in the collection, sorting, and cataloging of music after the completion of a festival.
  - Follow the printed timeline given in each host manual and periodically check with the festival host to see that preparations are being made in a timely fashion.
  - Act as a liaison between the festival host and Executive Committee as issues and needs arise.
  - Act as a liaison between the host and the PMEA District 2 and PMEA District 3 Executive Committees for the Region II festivals hosted within PMEA District 2.
  - Take minutes at all meetings held during festivals and submit them to the Webmaster Secretary for posting.

## **Section 6. Librarian.**

- Librarians shall:
  - Be appointed and/or reappointed biannually by the President for the PMEA District 2 music libraries.
  - Host their PMEA District 2 music library at their home school.
  - Keep a detailed catalog of titles, quantities, and conditions of music in the music library owned by PMEA District 2 they are housing.
  - Provide the Webmaster Secretary with an annual update of their catalog for posting on the PMEA District 2 Website.

- Distribute music to PMEA District 2 members within two weeks upon request and at the expense of the requesting school.
  - Music in the libraries is available for use by any PMEA member.
  - All requests for music must be made on forms available from the Librarian or the PMEA District 2 Website.
- Keep an accurate record of borrowed music and collect music from delinquent borrowers.
  - All music must be returned at the expense of the school borrowing music by June 1 unless special arrangements are made.
  - Instrumental music must be returned in score order.
  - Choral music must be returned in numerical order.
- Inspect returned music and notify the school that borrowed music of charges for repair or replacement of damaged, lost, or destroyed music.
- Provide the Webmaster Secretary with a state music preference list on an annual basis for posting to the PMEA District 2 Website.
- Aid festival hosts in selecting, finding, and purchasing music for PMEA District 2 festivals.
- Cooperate with the festival hosts and Festival Coordinators in the set up and distribution of music folders and informational materials.
- Aid the festival hosts and Festival Coordinators with the collection, sorting, and cataloging of music after the completion of a festival.

#### **Section 7. Festival Committee.**

- The Festival Committee shall:
  - Be comprised of the President, 2<sup>nd</sup> Vice-President (Past-President), District 2 Policy Chairperson, and at least one other member of PMEA District 2 appointed by the President.
  - Be chaired by the District 2 Policy Chairperson.
  - Review the PMEA District 2 Festival Policy Manual every two (2) years.
  - Make suggested revisions or amendments it deems essential to the good of PMEA District 2.
    - Rules and regulations, when adopted, shall become mandatory until a change is requested by the majority of participating schools.
    - All festivals must operate under the rules set forth by PMEA.
  - Coordinate with the Webmaster Secretary to distribute festival rules and policies to all members of PMEA District 2 involved with festivals.

#### **Section 8. Audition Tabulation Committee.**

- The Audition Tabulation Committee for PMEA District 2 festivals shall:
  - Be comprised by the following when available. If any of the following are not available, then other PMEA participating members may be appointed by the President beginning with Executive Committee members followed by the general membership.
    - President
    - 1<sup>st</sup> Vice-President
    - 2<sup>nd</sup> Vice-President

- Data/Technology (D/T) Coordinator
  - Festival Coordinator
  - Festival Host.
- Be chaired by the Data/Technology (D/T) Coordinator
- Oversee all tabulations for the Sr. High District Band, Sr. High District Chorus, and Sr. High District Jazz Band festivals.
- Cooperate with the President, District 2 Policy Chairperson, and Secretary of District 3 at any Region II Band or Chorus festival hosted in District 2 in the audition tabulation process.
- Determine seating order and festival advancement of participants based on audition scores and student half-sheet information. The President will announce the results of the Audition Tabulation Committee at the appropriate times at District Festivals. The Region Chair as determined by PMEA District 2 and PMEA District 3 will announce the results of the Audition Tabulation Committee at any Region II festival held in PMEA District 2.
- Be used as audition judges provided they judge the smallest audition group at the festival if needed.

### **Section 9. Nominating Committee.**

- The Nominating Committee shall:
  - Consist of the President, 1<sup>st</sup> Vice-President (President-Elect), the 2<sup>nd</sup> Vice-President (immediate Past-President) and one other member of the Executive Committee appointed by the President.
  - Be chaired by the 1<sup>st</sup> Vice-President (President-Elect)
  - Create a list of nominees eligible for offices and other vacant positions. A single candidate may be nominated for each office; however a full membership vote is still required.
  - Cooperate with the Webmaster Secretary to provide an on-line and/or e-mail ballot for the general membership of PMEA District 2 by no later than April 1<sup>st</sup> of an election year.
  - Cooperate with the Webmaster Secretary to close voting by May 1<sup>st</sup> of an election year.
  - Cooperate with the Executive Committee to accurately count ballots and votes supplied by the general membership.
  - Provide the general membership with the results of voting by no later than May 31<sup>st</sup> of an election year via the PMEA District 2 Website and/or e-mail.

### **Section 10. Constitution Committee.**

- The Constitution Committee shall:
  - Be comprised of the President, 1<sup>st</sup> Vice-President (President-Elect), and at least one other member of PMEA District 2 appointed by the President.
  - Review the PMEA District 2 Constitution every two (2) years.
  - Make suggested revisions or amendments it deems essential to the good of PMEA District 2.

## *Article VI* *Meetings*

### **Section 1. Regular Meetings.**

- Regular meetings of this organization shall be held at each District 2 festival.
- Regular meetings shall be held at a time determined by the officers of the district.
- Only such business shall be transacted as pertains to the festival being held and is of immediate importance.

### **Section 2. Quorum.**

- Active members from ten (10) schools shall constitute a quorum.

### **Section 3. Executive Committee Meetings.**

- The Executive Committee shall meet at the call of the President, or the joint request of not less than five (5) members of the committee.

## *Article VII* *Government*

### **Section 1. Government.**

- The parliamentary principals set forth in *Roberts Rules of Order* shall govern in all cases not covered by the Constitution or By-Laws.

## *Article VIII* *Amendments*

### **Section 1. Amendments.**

- This Constitution may be amended by a majority vote of the membership voting, providing written notice has been sent out to the membership via the PMEA District 2 Website and/or e-mail by the Webmaster Secretary at least thirty (30) days before voting.
- Balloting shall be conducted online and/or via e-mail balloting.
- The Executive Committee shall be responsible for counting ballots.
- The Webmaster Secretary will distribute the results of balloting via the PMEA District 2 Website and/or e-mail.

# **By-Laws**

## **By-Law I**

### **Dues, Membership, Fees, and Ticket Prices**

#### **Section 1. Dues and Membership.**

- The membership dues for PMEA District 2 members shall be consistent with the policies of PMEA and MENC.
- Proof of membership, traditionally a photocopy of a member's current PMEA membership card, is required for festival participation and should be sent to the host with the Director's Preference Sheet.
- If dues are not paid and current proof of membership cannot be provided according to the deadlines set by the festival host and/or PMEA, directors and students may be denied participation.

#### **Section 2. Fees.**

- The Executive Committee must approve all festival budgets. This includes the overall participation fee that will be charged per student. Overall participation fees must include the fees that are required to be sent to the PMEA State Office and the PMEA District 2 Treasurer.
- Student participation fees for PMEA District 2 festivals shall be distributed as follows:
  - Senior High Events
    - \$5.00 per student to State
    - \$4.00 per student to PMEA District 2
  - Junior High Events
    - \$2.50 per student to State
    - \$2.00 per student to PMEA District 2
  - Elementary Events
    - \$1.00 per student to State
    - \$1.00 per student to PMEA District 2
- Within two weeks of the end of a festival, student participation fees and two copies of the festival program must be sent to the following locations:
  - State Participation Fees
    - Margaret S. Bauer, State Executive Director, PMEA  
3570 Old 22  
Hamburg, PA 19526-8301
  - PMEA District 2 Participation Fees
    - Robert Reid, District 2 Treasurer, PMEA  
10361 Phillipsville Rd.  
Wattsburg, PA 16422-9309
- No student participation fees may be used for alcoholic beverages at director's receptions. If alcohol is to be served, there may be CASH BARS ONLY.

- Director's receptions are to be scaled down in order to help hold down expenses. It is possible to have local businesses and/or organizations help underwrite the cost for such events.
- No profit is to be derived from registration fees, but rather from ticket sales only.
  - Any funding from registration fees not used towards the organization, preparation, or running of a festival must be returned to the PMEA District 2 Treasurer for use by PMEA District 2.
  - The host school music program may keep all profits from ticket sales at each concert.
- Overall student participation fees not paid by the date set by the festival host, President, and/or Executive Committee may result in the loss of participation privileges and alternate participants may be selected.

#### **Section 4. Ticket Prices.**

- Ticket prices for concerts sponsored by PMEA District 2 shall be set at:
  - Elementary Fests: \$2.00 – Adults, \$1.00 – Students
  - Jr. High Festivals: \$3.00 – Adults, \$2.00 – Students
  - Sr. High District Festivals: \$4.00 – Adults, \$3.00 – Students
  - Region II Festivals: \$5.00 – Adults, \$4.00 – Students
  - District 2 Jazz Festivals: \$6.00 – Adults, \$5.00 – Students
- Ticket prices may be changed by a vote of the Executive Committee as needed.

### **By-Law II** **Expenses and Honorariums**

#### **Section 1. Expenses.**

- All expenses incurred by any officers and members of the Executive Committee in the fulfillment of their duties and assignments shall be paid after approval of the Executive Committee and in accordance with the annual budget.
- An approved expense form shall be used.
- No money is available from PMEA or PMEA District 2 to pay for soloists at district events. All fees must be covered through registration fees.

#### **Section 2. Honorariums**

- Honorariums will be paid to the following:
  - District President
  - Webmaster Secretary
  - Treasurer
  - Data/Technology (D/T) Coordinator
  - Music Librarians
- All-State Conference honorariums will be paid to the following:
  - District President
  - Curriculum and Instruction (C/I) Chairperson
- Honorarium amounts will be reviewed annually by the Executive Committee.

- Changes to amounts will be made as deemed necessary by a 2/3 majority of the Executive Committee.

**By-Law III**  
**Dates and Deadlines**

**Section 1. Dates.**

- Dates for festival events shall be determined by the festival host and the PMEA District 2 President, governed by the requirements of PMEA.

**Section 2. Deadlines.**

- All directors must adhere to deadlines for all PMEA District 2 festivals. Negligent directors will forfeit the opportunity for their students to participate in festivals.

**By-Law IV**  
**Emergencies and Inclement Weather Contingencies**

**Section 1. Emergencies.**

- All directors are required to attend the entire festival and are responsible for their students during the entire festival. All directors must be readily available during rehearsal hours in the event of an emergency.
- In the event of an emergency, the President and the festival host shall have the full authority to consult with the State Board to reschedule a festival, or if necessary, cancel a festival.
- In the event of an Act of God causing the postponement or cancellation of a PMEA District 2 festival, PMEA District 2 will assist as best possible with the payment of non-reimbursable expenses. The host will declare the expenses and the Executive Committee will decide payment.

**Section 2. Inclement Weather Contingencies**

- The following inclement weather contingencies should be clearly understood by the host and the host school administration prior to agreeing to host. The following contingency plans should suffice in most instances. Any decision made should consider the safety of the students as the utmost concern.
- **Contingencies Involving the Host School**
  - **The host school is canceled on the day the festival is to begin.**
    - Host and President notify attending schools via e-mail and telephone.
    - The festival will begin the next morning.
    - Auditions will take place as soon as possible using this format:
      - The school administration will provide rooms, if possible, for a period of two hours in the morning for auditions.
      - Students will return to the rehearsal immediately after auditions.

- **The host school is canceled on a festival day other than the opening day:**
  - The President and host will confer with the host school administration as to the feasibility of continuing the festival or cancelling it.
  - Notification of the decision will take place via festival phone chain or e-mail created from the information gathered from the directors when they register at the festival and/or the membership database.
- **The host school has a delayed start.**
  - The festival will operate on the delayed school schedule.
  - If no school provided transportation is used, the host director and President will determine the schedule.
- **The host school closes early on the opening day of the festival.**
  - The host will contact host families to arrange for students arriving for the festival to be picked up and transported to the host home.
  - In no case will any student remained unsupervised at the host home.
- **The host school closes early on a day of the festival other than the opening day.**
  - The President and host will confer with the host school administration on the feasibility of continuing the festival or canceling it.
  - The host will contact the host families to arrange for transportation for the students as soon as possible.
  - Students will remain with the host director or their school director until they can be safely returned to their host home.
- **Some unforeseen condition results on the school being unavailable on the closing day of the festival.**
  - The President and host will confer with the host school administration as to the best course of action to be taken and the appropriate notification procedures.
- **Contingencies Involving Participating Schools**
  - **The participating school is canceled on the day the festival is to begin.**
    - Canceled school's director notifies festival host and his/her President as soon as possible.
    - Every effort is made to schedule authorized, safe transportation to the festival on that day.
    - If permission is withheld for transporting students to the festival, the effected school's director should give the host some indication of when his/her participants will arrive at the festival.
    - Sections rendered incomplete by the absence of the effected students will audition the following morning upon their arrival.
    - Administration will provide the number of rooms needed to accommodate this contingency according to the policy outlines, whenever possible.

- The host director as the option to refund all or a portion of or none of the registration fee with the agreement of the President.
- **The participating school has an early dismissal on the opening day of the festival.**
  - The participating school director should make every effort to secure permission to bring the students to the festival.
  - If permission is withheld, follow the policy explained above.

### *By-Law V*

## *Communications, Annual Newsletter, and Mailings*

### **Section 1. PMEA District 2 Website and E-mail Communications.**

- All PMEA District 2 Members are responsible for providing the Webmaster Secretary with a current e-mail address at the beginning of each school year for PMEA District 2 communication purposes.
  - E-mail addresses may be submitted on the PMEA District 2 Website.
- All PMEA District 2 communications and balloting will be conducted via e-mail and/or the PMEA District 2 Website.
  - It is the responsibility of the membership of PMEA District 2 to periodically check the PMEA District 2 Website for announcements and communications.
  - It is the responsibility of the membership of PMEA District 2 to make sure they can access the PMEA District 2 Website and e-mails either at work or at home. Members should contact their local network administrator if they cannot receive e-mails or access the PMEA District 2 Website.

### **Section 2. Annual Newsletter.**

- A minimum of two (2) newsletters, preferably in the spring and fall, shall be distributed to the membership of PMEA District 2 via the PMEA District 2 Website and/or e-mail.

### **Section 3. Music Distribution.**

- Music for PMEA District 2 Festivals must be received within 5 days of their respective selection meetings.
  - District festival music shall be distributed in the manner that, to the host director, seems the most fair, expeditious and cost effective.
  - Music may be mailed, distributed at the selection meeting, or hand delivered by the host or his/her designees.
  - Responsibility for the delivery of music falls solely on the festival host.
- The District 2, 3, and 5 Orchestra mailing policy is different – see orchestra festival policy manual for details.
- Mailing expenses, if applicable, should be included in the approved festival budget.

**By-Law VI**  
**Festival Participation Applications**

**Section 1. Application Materials.**

- All materials for festival participation application may be found on the PMEA District 2 Website.
  - It is the responsibility of each PMEA District 2 member participating in PMEA District 2 festivals to familiarize themselves with how to retrieve all forms and necessary information from the PMEA District 2 Website.
- Directors must provide the following in order for their school to participate in festival selection meetings:
  - Director Preference Sheet
  - Copy of current PMEA Membership Card
  - Student Contract
  - Student Medical Form
- Application materials must be sent to the festival host by the date set by the festival host, President, and/or Executive Committee.
  - Application materials received after the due date may not be included in festival selection meetings.
  - It is the responsibility of each individual director to ensure that application materials are received by the festival host by the due date given.
- Requests for extensions for the delivery of application materials to the festival host must be made to the President no later than the date application materials were due.
  - The President will present all requests for extensions to the Executive Committee for deliberation.
  - The President will relay the decision of the Executive Committee to the director requesting an extension.
  - The decision of the Executive Committee is final.
  - All application materials must be received prior to the start of selection meetings to be included in the selection process.