

SCMEA STANDING RULES

1. A Collegiate Membership president must attend at least two (2) SCMEA Executive Board Meetings to qualify for monetary assistance to attend the NAFME Conference. The board will vote annually on the amount of monetary assistance.
2. Mileage allowance for Members of the Executive Board of SCMEA to attend board meetings is based on the current rate as specified by the GSA (IRS).
3. A lunch allowance of \$10.00 shall be provided by the executive director to each board member who attends the fall and spring board meetings.
4. LOGO AND SLOGAN
 - A. The official logo for SCMEA is the **G Clef/Palmetto Tree Logo**
 - B. The official slogan for SCMEA is: “SCMEA... *We Bring Music to Life*”
5. SCMEA recommends that each division appoint a public relations chair to work closely with the SCMEA public relations chair.
6. The SCMEA Board sets dates on the SCMEA Calendar of Events for two-year periods.
7. Calendars of Events of SCMEA published by SCMEA in any form should include dates, starting times, and participants. The calendar must be similar in format to the calendar published on the front of the printed edition of the fall issue of the *South Carolina Musician* or at the beginning of the on-line edition of the fall issue.
8. The Advisor to the Collegiate Membership shall be appointed by the President to serve for a two year term, concurrent with the term of the President.
9. Organizations and businesses who advertise in the *SC Musician* and/or who exhibit at the SCMEA Professional Development Conference may - at no additional expense - have a link on the SCMEA web site. Eligibility is based on the previous year's in-service conference, and the current year's advertisers.
10. SCMEA will contribute \$500 annually to the Collegiate and Higher Education Divisions.
11. The President shall appoint a Recording Secretary to serve a concurrent term with the President. It shall be the duty of the Recording Secretary to record minutes of all Executive Board Meetings and general meetings of SCMEA, and to furnish these minutes, no later than fourteen days following the meeting to:
 - a. The Executive Director for filing
 - b. The parliamentarian, who shall take necessary action to see that any changes approved at said meetings are properly implemented (i.e. - changes in Standing Rules, proposed changes in the Constitution and Bylaws).
12. SCMEA shall provide Directors and Officers Liability Insurance for its officers. The Insurance Company's name for this liability insurance policy is "Directors and Officers Liability insurance." *To be clear: The insurance company's use of the word "Director" does not mean Music Director; SCMEA music directors who are not officers are not covered by this policy and are encouraged to get their own coverage if desired.*
13. SCMEA provides Liability Insurance to cover participants and attendees at all Association sponsored events as well as those events sponsored by each Division of the Association.

AWARDS: Identification of each Award and Nomination Procedures

14. SCMEA Friend of Music Education Business Award
 - A. The nomination must include at least three letters of recommendation. The following sources must be represented:
 1. A school administrator from the nominee's community
 2. Another person with knowledge of the nominee's contributions
 3. A student or parent (current or former) who benefitted from the nominee's contributions
 - B. Letters of recommendation should briefly but specifically address the following:
 1. The specific ways was in which the nominee has demonstrated support for music education
 2. The specific ways in which the local music program has grown and improved as a result of the efforts of the nominee
 - C. The award shall consist of a plaque.

15. SCMEA Friend of Music Education Award

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 - 2. Another person with knowledge of the nominee's contributions
 - 3. A student or parent (current or former) who benefitted from the nominee's contributions
- B. Letters of recommendation should briefly but specifically address the following:
 - (1) The specific ways in which the nominee has demonstrated support for music education
 - (2) The specific ways in which the local music program has grown and improved as a result of the efforts of the nominee
- C. The award shall consist of a plaque.

16. SCMEA Honor Administrator Award

- A. The nomination should include:
 - 1. A letter of endorsement by the president or a former president of SCMEA
 - 2. A letter of endorsement by a division president or former division president
 - 3. A nominee from the higher education level should have a letter of recommendation from a faculty member at the nominee's school
- B. Typed statements of nominations should include:
 - 1. Name, school district or college, address, home and business telephone number, email
 - 2. A recent photograph should be included
 - 3. Biographical sketch
 - 4. Reasons for nomination and evidence of qualifications of nominee (may include news articles, statistical data among other items)
 - 5. Statement of the personal philosophy of the nominee regarding the importance of the fine arts in education, especially music
 - 6. Record of musical development and/or musical accomplishments of performing groups in the nominee's school/district/college
- C. The award shall consist of a plaque.

17. SCMEA Outstanding Young Music Educator Award.

- A. The nomination must include at least three letters of recommendation. The following sources must be represented:
 - 1. A school administrator from the nominee's current program.
 - 2. Another music educator with knowledge of the nominee's contributions
 - 3. A student or parent (current or former) who is affiliated with the nominee's school music program
- B. Letters of recommendation should briefly but specifically address the following questions:
 - 1. How does the nominee demonstrate by example the basic principles and characteristics of an outstanding music educator, and promise for sustaining contributions to the field of music education?
 - 2. In what ways does the nominee show evidence of excellence in music-making?
 - 3. How does the nominee develop and sustain growth within the program?
 - 4. How has the nominee's teaching made an impact on students?
 - 5. How has the nominee shown motivation toward professional growth and involvement?
- C. The Award shall consist of a plaque.

18. SCMEA Deborah Smith Hoffman Mentor Award

A. Nomination Process:

A letter of recommendation must be attached to the nomination. This letter should demonstrate evidence of this teacher's impact on music education in general. The letter should include the quality and diversity of the teacher's impact as a mentor.

B. Selection Process:

The recipient of this award will be chosen by a committee composed of the SCMEA Immediate Past-President as chair, and comprised of the current presidents of the SCMEA Divisions and the President of SCMEA.

C. The award shall consist of a plaque.

19. SCMEA Hall of Fame

A. Method of Nomination

Any active member of SCMEA may nominate another member deemed worthy of this recognition for significant contributions to SCMEA and music education in South Carolina. The following should be submitted by the nominating member:

1. The completed nomination form
2. A letter of recommendation from the nominating member, outlining the nominee's qualifications in relation to the criteria stated in this document
3. Two additional letters of recommendation, including one from the current president or a past-president of SCMEA (A president or a past-president may endorse only one nominee each year.)

THE NOMINEE SHOULD NOT BE NOTIFIED OF THE NOMINATION. RECIPIENTS WILL BE NOTIFIED FOLLOWING THE SELECTION PROCESS. ENDORSEMENTS OF THE NOMINEE MUST BE KEPT STRICTLY CONFIDENTIAL.

B. Method of selection:

1. The SCMEA Hall of Fame Selection Committee consists of the Immediate Past-President and other such Past-Presidents as may be appointed by the President.
2. The Committee will review the nominations and determine the recipient(s) for each year.

C. The award consists of a plaque and a pin.

20. SCMEA Memorial Scholarship

A. Method of Nomination:

A candidate must be nominated by the candidate's teacher. The teacher must be a member of SCMEA. The teacher should complete the nomination form and send it along with a letter of recommendation and the student's audition recording to the Past-President of SCMEA.

B. Regulations concerning the audition recording:

1. The teacher must certify that the audition recording represents an authentic performance of the candidate.
2. The audition recording must be 3 – 5 minutes in length.
3. The candidate's name and school SHOULD NOT be announced on the recording in order to prevent any possible bias in the adjudication.
4. The following guidelines must be followed in choosing compositions for the audition:

PIANO

Two contrasting compositions illustrating styles from two different periods (Baroque, Classical, Romantic, or Contemporary). No concertos please.

VOICE

Two compositions in contrasting styles selected from sacred song, art song, oratorio or opera. A translation should be provided for songs sung in a foreign language.

BRASS, WOODWINDS, STRINGS, PERCUSSION

Two compositions in contrasting styles from the standard literature.

C. The scholarship consists of a onetime award of \$1000.00

FINANCES

21. Expenses incurred by the president or an alternate functioning in an official capacity shall be paid by the Association.
22. The expenses of the president-elect to SDNAfME and/or NAFME meetings shall be paid by the Association, provided funds are available.
23. The SCMEA per diem rate for officers sent by the Association to a national or division conference (above actual expenses for transportation and lodging) shall be based on the current GSA (IRS) per diem rate..
24. An annual stipend of \$500.00 is given to the editor of *The South Carolina Musician*.
25. The salary for the Executive Director of SCMEA is \$10,000.00 annually.
26. SCMEA has no activities which generate funds. Accordingly, Divisions who sponsor an Honors, Region and/or an All-State group that charges an audition or participation fee shall forward to SCMEA, 50 cents for

every student who registers to audition. The assessment is based on the initial audition process. If there is no audition the assessment is based on each student who participates. No individual students should be counted more than once in one academic year. The funds generated by this assessment shall be used to offset costs of the Professional Development Conference, Liability Insurance and other similar expenses that affect all Divisions.

27. SCMEA shall join the South Carolina Arts Alliance on an annual basis.

CONCERNING HISTORICAL RECORDS AND DOCUMENTS

28. It is the position of the SCMEA Executive Board that all documents and artifacts relating to the history of SCMEA and its Divisions, those currently in the possession of one of these entities as well as those obtained in the future, are the exclusive property of SCMEA.

29. The SCMEA Executive Board hereby establishes an SCMEA Historical Committee, made up of the SCMEA Historian, who shall be the chair of the committee, and the historians of each of the SCMEA Divisions. If any division does not currently have an historian, one shall be appointed immediately by the division president.

30. This committee shall:

- A. formulate additions to the Constitution and Bylaws and Standing Rules of the Association to reflect the proper methods and procedures to collect, store, protect and preserve the historical documents and artifacts of the Association.
- B. begin to inventory and catalogue all historical documents and artifacts and make that information available to the membership of SCMEA.
- C. actively seek to acquire, through donation, any items deemed historically significant to the Association.
- D. seek to identify the proper facility/facilities to house the aforementioned items. It is highly desirable that at least one facility have the capability to provide the SCMEA membership and other interested parties with access to these documents and artifacts, both by viewing them personally, and/or by the use of an online "Virtual Museum" or similar device.
- E. develop, with the assistance of the facility/facilities, traveling displays to aid members in academic research, promote events or occasions to provide opportunities to view these displays, and support news articles intended to enhance the public awareness of music education in South Carolina.

CONCERNING THE SOUTH CAROLINA MUSICIAN:

31. The editor for the *South Carolina Musician* is appointed by the President. The Editor may appoint such co-editors as may be deemed necessary.

32. SCMEA will publish three (3) issues of the *South Carolina Musician* per year. These issues shall be both hard copy and on-line.

33. SCMEA funds the *South Carolina Musician* at the rate of one dollar and fifty cents (\$1.50) per active member and fifty cents (\$.50) for each student member.

34. Division handbooks will be the responsibility of each division.

35. SCMEA may employ a lay-out artist to provide camera-ready copy for the magazine at a rate to be determined by the president, executive director and magazine editor.

CONCERNING THE SCMEA PROFESSIONAL DEVELOPMENT CONFERENCE:

36. Each Division shall select a Division Conference Chair to plan the Division Conference and coordinate planning with the Executive Conference Chair of SCMEA. Division Conference Chairs shall meet periodically at the call of the Executive Conference Chair

37. The Standing Committee for the conference consists of the Executive Conference Chair, Equipment Chair, Exhibits Chair, the Division Conference Chairs, and elected officers of the SCMEA Executive Board.

38. The SCMEA Executive Board sets the registration fees for the SCMEA Professional Development Conference.

39. The Conference pre-registration fee and the on-site registration fee will be determined at the August SCMEA Board Meeting and published on the registration form. Music teachers may not be considered guests. Registration fees for attendees who are not music educators or guests will be the same as for members. Retired members shall not be required to pay registration fees for the Conference.
40. SCMEA members must be registered for the Conference in order to attend any conference functions. SCMEA members in good standing may attend the final business meeting of their respective Division without registering for the Conference.
41. In accordance with NAFME guidelines, NAFME members who are conductors of performing groups or session presenters must register for the conference.
42. Non-member collegiate students who are interested in attending the conference are allowed to do so upon payment of the same conference registration fee as that of music teachers.
43. Adults and High School Students who are performing at the conference will be admitted free. However, any adult performers who are members of SCMEA must be registered for the conference.
44. Complimentary registration is given to NAFME Past-Presidents (after they leave the National Executive Board), General Session Speakers, School Administrators (non-music educators), and non-music educator clinicians.
45. Conference Badges may be replaced at a cost of \$15.00 providing evidence is available to indicate a badge has been previously issued.
46. SCMEA uses members of the Collegiate Membership to give whatever aid is necessary for the SCMEA Conference. The number of students used will be determined by the Conference Chair. SCMEA will provide room and per diem for meals as deemed necessary and appropriate by the Conference Chair
47. The conference registration desk closes at noon on Saturday.
48. SCMEA supplies no material or equipment for showcase sessions.
49. Showcase presenters must be paid exhibitors at the conference.
50. SCMEA continues to work with the Furman University Graduate Studies Department which gives one (1) hour Graduate Credit for the SCMEA Professional Development Conference.

CONCERNING EXHIBITS AT THE PROFESSIONAL DEVELOPMENT CONFERENCE

51. Exhibitors who withdraw from participation in the conference shall be eligible for a refund based on the following guidelines:
 - Withdrawal Three (3) months before the conference: FULL REFUND.
 - Withdrawal Two (2) Months before the conference: ONE HALF of the paid registration fee.
 - Withdrawal One (1) month before the conference: ONE FOURTH of the paid registration fee.
52. College Exhibitors who are SCMEA members pay the usual conference registration fees.
53. NAFME affiliated organizations shall be given exhibit space at no cost, and other associate organizations will be given exhibit space at half the exhibit fee.
54. Colleges and Universities pay the same exhibitor fee as commercial exhibitors.
55. Exhibitors must be prepared to open their exhibits by the scheduled opening of exhibits.
56. Set-up time for exhibitors will be determined by the exhibit chair and published in the exhibit fact sheet provided to exhibitors.
57. Exhibitors are scheduled as they register on a "first-come, first-served" basis.
58. Businesses who choose not to have a booth in the exhibit hall, but choose to solicit business in a less formal manner must pay the exhibitor registration fee.
59. A sign bearing company name and booth number will be hung in each booth. These signs are purchased by SCMEA, and the cost is included in exhibitors' fees.
60. SCMEA purchases a group event license for the conference each year if required.
61. SCMEA provides substitute pay for the exhibit chair during the conference if needed.

62. Exhibitors are asked to respect those conference attendees who are conducting business in the exhibit hall by limiting the playing of instruments and recordings.
63. At-large presenters must register for the conference and are prohibited from selling merchandise at their sessions. These sessions are for the purpose of providing expertise and information to participants.
64. All performances held in the Exhibit Hall during the SCMEA Professional Development Conference will take place only in designated areas and must be approved in advance by the Exhibits Chair.
65. Students must have an ID badge and be part of a chaperoned group when visiting exhibits.
66. No food or beverage may be brought into the exhibit hall from outside sources without the permission of the Columbia Metropolitan Convention Center. (CMCC)
67. No cooking or distribution of food items are allowed in the exhibit hall without permission at the CMCC.
68. SCMEA and the CMCC are not liable for materials displayed at the conference. SCMEA hires security guards for the conference and the exhibit hall.
69. SCMEA provides exhibitors with a light Continental Breakfast before exhibits open each morning.
70. Exhibitors must load and unload exhibit materials at the loading dock of the CMCC Exhibit Halls.
71. A Limited number of convention center parking passes will be issued during registration to exhibitors.
72. Exhibitor badges are non-transferable.
73. Exhibitors cannot share booth space with another exhibitor.
74. The cost per booth is \$350.00.
75. Exhibitors will be limited to two badges per paid space.
76. Additional Exhibitor badges will be available to non-SCMEA members at the rate of \$15.00 per badge.
77. SCMEA sponsors a prize drawing in the exhibit hall for the conference attendees on Saturday morning. Five cash prizes of \$10.00 each and one cash grand prize of \$50.00 will be awarded. Exhibitors may donate prizes for the drawing.