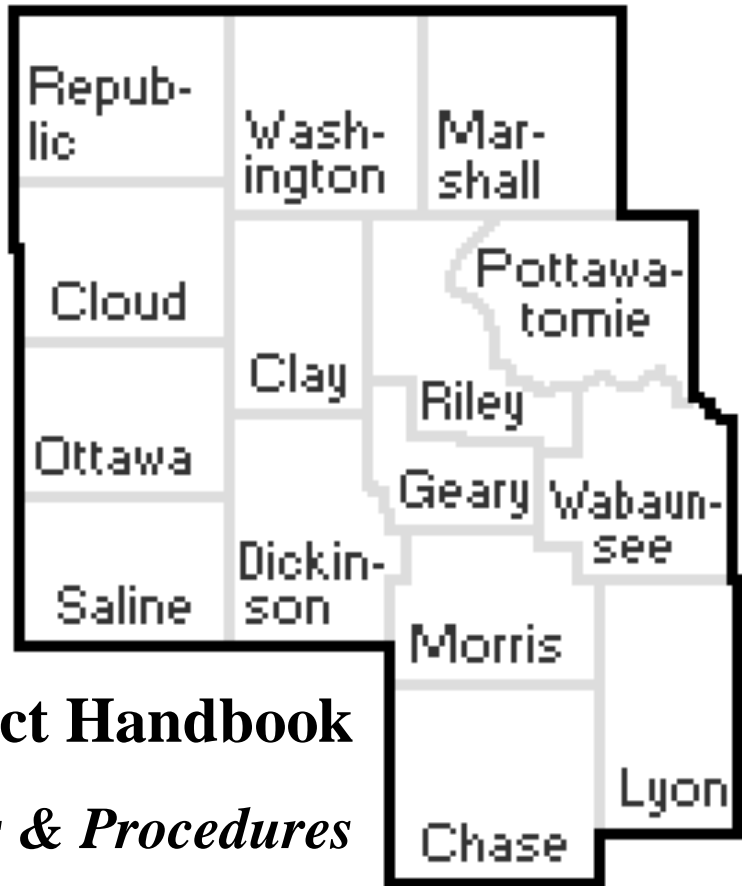


KANSAS MUSIC

EDUCATORS ASSOCIATION NC



North Central District Handbook *By-Laws / Policies & Procedures*

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By-Laws of the North Central District – KMEA
(Kansas Music Educators Association)

ARTICLE I – Name

The official name of this association is: KMEA – North Central District. (NCKMEA)

Section 1 – NAFME – (The National Association for Music Education)

The North Central District is a part of KMEA (Kansas Music Educators Association) and it shall function as an affiliate state of NAFME.

Section 2 – Boundaries

The North Central District includes the following counties:

Chase, Clay, Cloud, Dickinson, Geary, Lyon, Marshall, Morris, Ottawa, Pottawatomie, Republic, Riley, Saline, Wabaunsee, Washington

ARTICLE II – Objective

The objective of this association is the advancement and advocacy of Music Education in our geographical area as well as the state of Kansas.

ARTICLE III – Membership and Dues

Section 1 – Active Membership

Active membership shall be to people who are members of NAFME/KMEA, retired and active teachers in the North Central District KMEA. Active membership shall provide the privileges of participation in the activities of the association including the right to vote, to hold office and admission to the meetings of the association.

Section 2 – NAFME – Collegiate Membership

The North Central District will honor all Collegiate NAFME and KMEA members with the same rights and privileges they hold at their collegiate chapter level excluding the right to vote in District elections.

Section 3 - Life Membership

The North Central District of KMEA shall extend to all persons holding life memberships in the National Association for Music Education and the Kansas Music Educators Association, the rights and privileges of active membership in the association. The North Central District will also honor all KMEA Hall Fame members with full rights and privileges of active members.

Section 4 - Retired Membership

The North Central District will honor all Retired memberships with KMEA with the same rights and privileges they hold at their state KMEA level.

ARTICLE IV – Government

Section 1 – Officers

The officers of the KMEA North Central District shall be a President, President-Elect and Vice-President (immediate Past-President). Each office is a two-year term, for a total of six years of service. The duties shall be as follows:

- A. **President** - The President shall preside at North Central District annual business meetings, meetings of the Executive Committee, meetings of the Board of Directors and the Advisory Council. The President shall have the power to appoint Advisory Council Chairs and other resource persons and committees not otherwise provided for in the Bylaws and shall be responsible for the planning of the North Central Districts High School Mini-Convention, Middle Level Clinic & Concert, and the Elementary Honor Choir Clinic & Concert. The President shall also perform all other duties pertaining to the office.
- B. **Vice President** (Immediate Past President) - The Vice President shall serve as advisor to the President, shall have such other duties as may be assigned by the President or the Board of Directors, and assume the duties of the President in the case of disability or absence of the President.
- C. **President-Elect** - The President-Elect shall assist the President in an advisory capacity and have such other duties as may be assigned by the President or Board of Directors.

Section 2 – Executive Committee

The Executive Committee of the North Central District - KMEA shall be composed of the President, Vice President, and President-Elect, and the Executive Director of the association. The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that entity. The Executive Committee shall serve as the Nomination Committee for the North Central District elections.

Section 3 – Board of Directors

The Board of Directors of the North Central District KMEA shall be composed of the President, Vice President, President-Elect, and Chairs of the Honor Groups. (High School Band, High School Choir, High School Jazz Band, High School Orchestra, Middle Level Band, Middle Level Choir and Elementary Choir)

ARTICLE V – Elections

Section 1 – Nominating Committee

The Executive Committee (President, President-Elect, Vice President and Executive Director) shall secure the names of two candidates each for the offices of President-Elect and Chairs of the Honor Groups and present these names to the Board of Directors for approval.

Section 2 - District Election of Officers

An online election shall be held during a time period designated by the Executive Committee during the months of November and December in odd-numbered years. Nominations shall be made and voted upon by the District active members. The candidate receiving the most votes shall be elected.

Section 3 - Eligibility to Vote

Only a person holding a current active KMEA membership and teaching in or retired from a school in the North Central District shall be eligible to vote at all meetings.

ARTICLE VI – Terms of Office

Section 1 – President

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

Section 2 – Vice President (Immediate Past President)

The Vice President serves a two-year term that immediately follows the term of President beginning with the first day of the first month following the close of the annual State In-Service Workshop in even-numbered years.

Section 3 - President-Elect

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

Section 4 - District Chairs

The Chair of the Honor Groups (High School Band, High School Choir, High School Jazz Band, High School Orchestra, Middle Level Band, Middle Level Choir, and Elementary Choir) shall begin serving in odd number years.

Section 5 - Other Board Members (non-voting)

Site Coordinators, Mentorship Chair and Music Advocacy Chair are all appointed and will serve for as long as deemed necessary by the state and the District President and serve as non-voting members of the Board.

Section 6- Succession to the Presidency

If a State or District President cannot complete the prescribed presidential term due to incapacitation, vacation of post, resignation, change of residence outside of the prescribed District or State of election, or other reason, the Presidency will be considered vacated. To accommodate current practice with additions as suggested by legal counsel.

- A. President. If the Presidency is vacated during the first year of the presidential term (before March 1 following assuming the office), the presidency will be filled by the Vice President, and the District or State will continue without a Vice President until the normal succession of officers. If vacation occurs during the second year of the presidential term (on or after March 1 following assuming the office), the presidency will be filled by the President-Elect, and the President Elect will complete the duties of President and President-Elect until succession to the presidency occurs on the following March 1.
- B. Vice President. If the office of Vice President is vacated, that position shall remain empty until assumed at the appropriate time by the President.
- C. President-Elect. If the office of President-Elect is vacated for a reason other than to assume the Presidency (as described above), the office will be filled by the candidate who was not elected to the President-Elect position from the previous election. If that person is unwilling or unable to assume the office, the President will call for a vote of the

membership to elect a new President-Elect within 90 days of the vacation by the President-Elect position.

Section 7 – Removal from Office

Any officer or employee of NCKMEA may be removed from his/her position for reason of incapacity, unfitness for office or non-confidence by a 2/3 majority vote of the NCKMEA Board of Directors, at the advice of legal counsel.

ARTICLE VII – Re-Election

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

ARTICLE VIII – Administrative Officers

The North Central District shall have the following Administrative Officer(s):

Section 1 – Executive Director

The Executive Director is the chief professional administrator of the North Central District and is responsible through the District President to the Board of Directors, operating within the by-laws of NCKMEA and within the State and District policies established by the Board of Directors. In the event of a resignation or incapacitation, Executive Director candidates shall be nominated by the voting members of the North Central District Executive Committee. After discussion, the voting members of the board will vote for the best candidate for the position with the majority of the vote resulting in the new Executive Director. The current president shall assume the duties of the Executive Director if that person becomes incapacitated or resigns until the position is filled by the board.

Section 2 –Site Coordinator

Music teacher(s) in the host school(s) for the District Convention shall serve as the Site Coordinator(s).

Section 3 – Webmaster

The Webmaster shall be responsible for maintaining and updating the KMEA North Central District website.

ARTICLE IX – Meetings

Section 1 – Executive Committee

The Executive Committee shall meet at the call of the President and/or the Executive Director. A quorum of all members of the Executive Committee shall be required for the transaction of business. Emergency action may be taken by the Executive Committee and all action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors.

Section 2 – Board of Directors

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

action thus taken shall be effective immediately.

ARTICLE X – Limitations of Responsibilities of the Officers

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

ARTICLE XI – Affiliations

Section 1 - NAFME

The Kansas Music Educators Association North Central District shall function within the state KMEA, as the affiliated state unit of NAFME: The National Association for Music Education (NAFME)

Section 2 – KSHSAA

The Kansas Music Educators Association North Central District shall function within the state KMEA, as an affiliated unit of the Kansas State High School Activities Association (KSHSAA).

ARTICLE XII – Fiscal Year

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

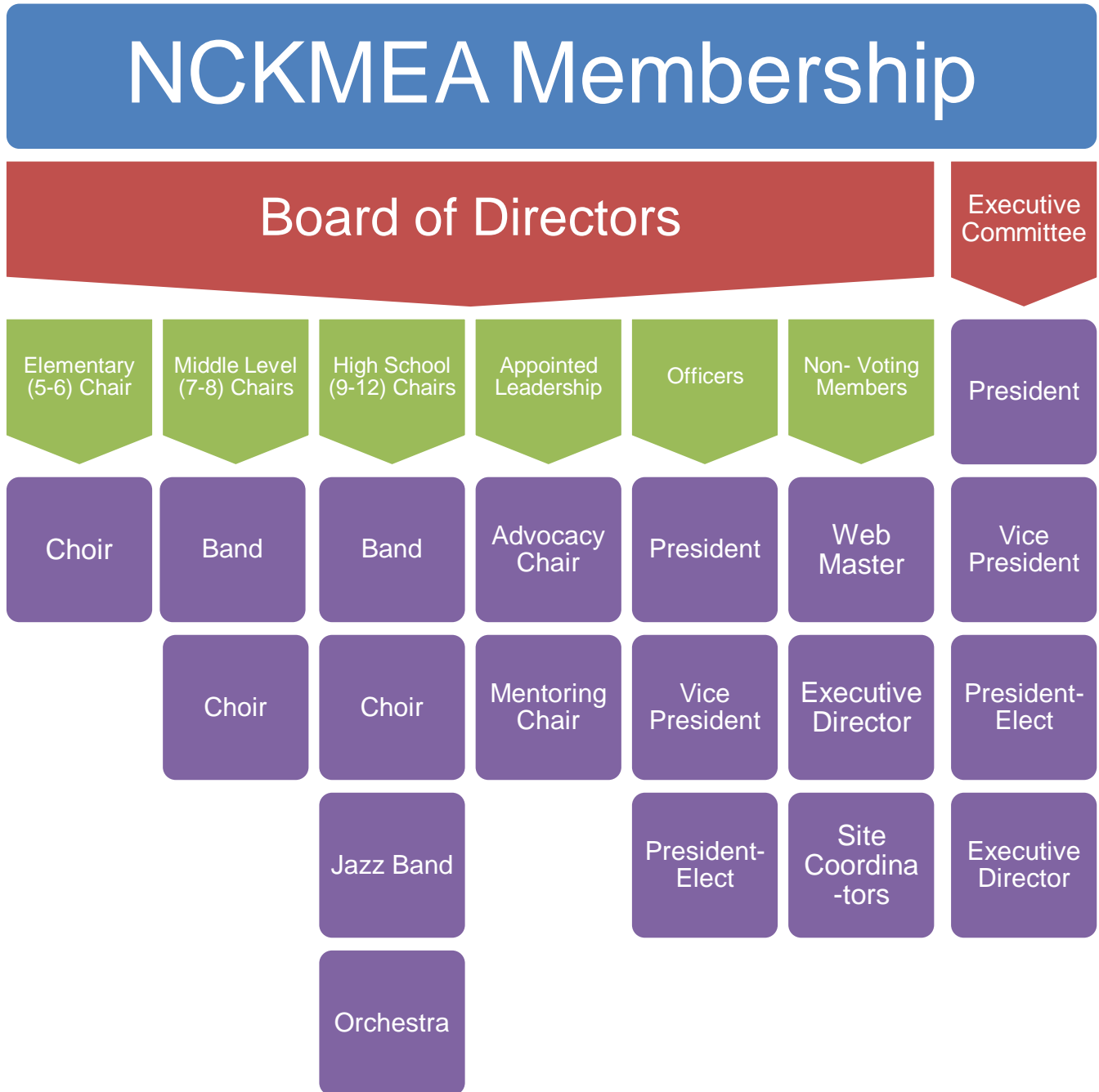
ARTICLE XIII – Rules of Order

Roberts Rules of Order – Newly Revised, shall govern in all business meetings of the North Central District KMEA. *See Appendix: Roberts Rules of Order – Simplified.*

ARTICLE XIV – Amendments

The bylaws may be altered or amended by an approving vote of two-thirds of the active members voting at the December Mini-Convention annual business meeting provided formal notice of such contemplated alteration or amendment shall be given by mail or posted on the district website to all active members prior to the annual business meeting or, the bylaws may be altered or amended by an approving vote of two-thirds of the active members voting at the annual December Mini-Convention business meeting, provided the alteration or amendment has the approval of the Board of Directors and formal notice of such contemplated alteration or amendment shall have been given to the active members attending the annual convention at least twenty-four hours before the annual business meeting.

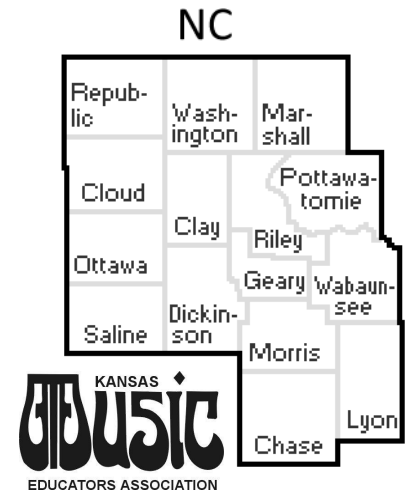
KMEA North Central District Organizational Flow Chart



KMEA

North Central District

Job Descriptions



VOTING MEMBERS

PRESIDENT (Executive Committee)

The North Central District President shall execute the duties assigned as stated in the By-Laws. The President will oversee all aspects of the NC District. Some specific duties include:

A. After State In-Service Workshop

- 1) Execute the duties assigned in the By-Laws.
- 2) Update and follow President notebook guidelines.
- 3) Submit information from the NC District for publication in the *Kansas Music Review*.
- 4) Select a date, in collaboration with the Executive Director, for the NC District summer board meeting. Email all Board members with the time and location of the meeting.
- 5) Plan agendas for Summer Board Meeting, August Downbeat Session, November Auditions, December HS Mini-Convention, January Middle Level Clinic/Concert, and February Elementary Level Choir Clinic/Concert. Send agenda to all board members prior to the summer board meeting.
- 6) Attend all KMEA state board meetings.
- 7) Communicate with the Executive Director about expenses.
- 8) Meet all deadlines as set forth by the State KMEA Board.

VICE PRESIDENT – Immediate Past President (Executive Committee)

The North Central District Vice President (Immediate Past President) shall execute the duties assigned as stated in the By-Laws. The Vice President will assist the President in any way necessary. The NC Vice President will fulfill a vacant term of the President if the President's position becomes vacant prior to the conclusion of that term. Some other specific duties include:

A. After the State In-Service Workshop

- 1) Be available for the President
- 2) Update and follow Vice-President notebook guidelines.
- 3) Distribute information regarding the Outstanding Teacher and Administrator awards.
 - a) Outstanding High School Music Teacher of the Year
 - b) Outstanding Middle Level Music Teacher of the Year
 - c) Outstanding Elementary Level Music Teacher of the Year
 - d) Outstanding Administrator of the Year
- 4) Responsible for collecting application and supporting documentation for the OMT and

- OA nominees.
- 5) Correspond with Executive Committee regarding selection of OMT and OA awards.
 - 6) Submit application for North Central District Outstanding Music Teacher representative (only 1) to the State KMEA Vice President by the posted deadline of October 1st annually.
 - 7) Create award certificates for all OMT and OA award recipients. Check with Awards Company about providing award plaques.
 - 8) Distribute information regarding the NC District Future Music Teacher Scholarship to all directors of participating HS Honor Ensemble participants. Collect applicant information prior to the annual HS Mini-Convention in December.
 - 9) Correspond with Executive Committee regarding selection of FMTS award selection.
 - 10) Responsible for all food at events.
 - 11) Communicate with the Executive Director about expenses.

PRESIDENT-ELECT (Executive Committee)

A. After the State In-Service Workshop

- 1) Be available for the President.
- 2) Update and follow President-Elect notebook guidelines.
- 3) Record all minutes of all North Central Board meetings and event business meetings. Provide minutes to Executive Director for record keeping.
- 4) Update NCKMEA Handbook at the end of their second year of service and before that as necessary.

NON-VOTING MEMBERS

EXECUTIVE DIRECTOR (Executive Committee / Administrative Staff)

The North Central District Executive Director shall execute the duties assigned as stated in the By-Laws. The Executive Director will assist the Executive Board in any way necessary. Some specific duties include:

- A. Execute duties assigned in the By-Laws.
- B. Maintain District finances. Keep checkbook up to date and balanced every month. The District bank account(s) will be located in the residential town of the Executive Director.
- C. Attend all required state meetings called by the state Executive Director.
- D. Maintain records of all events and finances for reports to state Executive Director and State Auditor.
- E. Collect North Central District *Conflict of Interest* and *Whistle Blower* statements from all voting members of the NC District Board. File these statements with the state Executive Director by December 31st of each year.
- F. File a report with State Attorney by June 30th of each year.
- G. Maintain copies of all contracts, minutes, financial statements and other important North Central District information.
- H. Update North Central District handbook as needed.

HONOR GROUP CHAIRPERSONS

A. HS Band / Choir / Jazz Band / Orchestra

- 1) Attend all required North Central District meetings and events. Provide reports at each meeting.

- 2) Update and follow HS Chair guidelines as posted in the Handbook and in the DropBox folder.
- 3) Secure clinician and organize all aspects of HS Honor Group Auditions and HS Mini-Convention. (this includes scheduling and recording auditions the Wednesday before as necessary)

B. Middle Level Band / Choir

- 1) Attend all required North Central District meetings and events. Provide reports at each meeting.
- 2) Update and follow ML Chair guidelines as posted in the Handbook and in the DropBox folder.
- 3) Secure clinician and organize all aspects of ML Honor Group Auditions and ML Clinic/Concert.

C. Elementary Level Choir

- 1) Attend all required North Central District meetings and events. Provide reports at each meeting.
- 2) Update and follow EL Chair guidelines as posted in the Handbook and in the DropBox folder.
- 3) Secure clinician and organize all aspects of EL Honor Group Auditions and EL Clinic/Concert.

MENTORSHIP CHAIR

1. The NC KMEA Mentorship Chair will work closely with the KMEA State Mentorship Chairs in order to provide any resources that may be valuable to young teachers in the beginning stages of their career.
 - A. Help provide a mentor for any new teacher in the North Central District.
 - B. Maintain a database of all teachers and their years of experience.

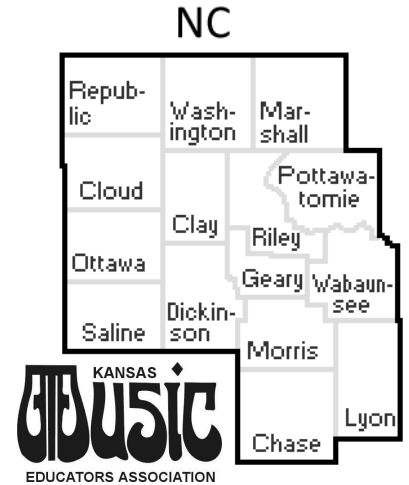
ADVOCACY CHAIR

The NC KMEA Advocacy Chair will work closely with the KMEA State Advocacy Chairs in order to provide any resources that may be valuable to all music teachers in the North Central District in regards to music in the school's advocacy.

WEBMASTER

- A. Develop and maintain the NC KMEA website
- B. Develop and maintain a strategic plan for Internet presence, based on management priorities, policy directions, and goals
- C. Manage links and cross promotions with other sites, ensuring that links are current
- D. Provide leadership in the development of philosophy, policy, and procedure for the website
- E. Maintain a current inventory of all NC KMEA technology resources
- F. Develop and maintain website capabilities for on-line form submission, on-line surveys, and other web-based applications as requested by the NC KMEA Executive Board.
- G. Report to the Executive Director, President, and Board of Directors as needed or requested.

KMEA North Central District Policies & Procedures



AWARDS

North Central District Outstanding Music Educator Awards

The North Central District will present three Music Educator awards each year in the following categories with the following level qualifications:

- Outstanding Elementary Music Educator- Grades K-6
- Outstanding Middle Level Music Educator- Grades 6-8
- Outstanding High School Level Music Educator- Grades 9-12

Qualifications for nominee are:

- Must have been in teaching for at least eight years.
- Must be currently teaching in the level for which they are nominated.
- Must be a member of KMEA and teaching in the North Central District.
- Program must have shown improvement and/or consistency.

The nomination process is as follows:

1. Teachers, administrators, and/or parents may nominate a music teacher.
2. Nomination submissions will be made on the Nomination Form. Nominations can be sent to any member of the Selection Committee consisting of the current North Central District President, President-Elect, and Vice-President. The Selection Committee members will not be eligible for these awards during their tenure as officers.
3. Nominees will be contacted to send in a resume, a letter stating his/her philosophy of music education, three letters of recommendation, and a picture (preferably black and white). These will be due to the committee by Sept 1.
4. The Selection Committee will review the nominations and will select one teacher in each category as North Central District Outstanding Teacher. Outstanding Teachers at each level will have their information forwarded to the State Level for listing in the Kansas Music Review and to be in consideration for the State Outstanding Music Educator of the Year.
5. Nominations forms are due by May 1st of each year.

North Central District Honor Administrator Award

A. Award information on KMEA state site

<http://ksmea.org/awards/honoradmin/>

B. Nomination form

http://systems.ksmea.org/district_nc/?page=awards

- Members of KMEA North Central District have a special opportunity to nominate an administrator as a candidate for the KMEA NC Honor Administrator Award. This annual award recognizes those administrators who have demonstrated continuing leadership in developing, improving, and supporting music education within a wider commitment to arts education, i.e., music, theater, visual arts, and dance.
- Music educators are aware of the importance of principals and superintendents in creating and maintaining successful music programs. School district policy coupled with administrative management decisions pertaining to budget, scheduling, and facilities often have a long-range impact on arts education. Hence, administrators are key players in molding music education curricula. The Honor Administrator Award is an attempt to encourage and recognize the on-going administrative support of arts education in local school districts of Kansas.
- The award will be presented to the selected administrator at the appropriate level of KMEA NC Mini-Clinic. Current KMEA NC members are urged to submit names of candidates to the Honor Administrator Committee by May 1. This will give nominees time to gather documents and have those documents submitted by September 1. A KMEA NC member or members must make nominations, but involvement from throughout the nominee's school district is encouraged. All administrators nominated for the KMEA North Central District Award will have their information passed onto the KMEA State level for consideration for the State KMEA Honor Administrator Award.

C. Qualifications

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

D. Nominating Procedure

- Any KMEA North Central District member or group of members may nominate an administrator for the KMEA NC Honor Administrator Award. Additional involvement by other persons in the nominee's school district is encouraged.
- The nomination application should include: the completed nomination form, nominee's biographical information, nominee's professional experience (including years in present position), degrees earned, professional and civic organizations, and honors received, description of the school system's music program such as resources, number of students and teachers, etc.; and a description of any unique features or characteristics of the arts/music program within the building, district, or community.

- The application may also include letters of endorsement and clippings of pertinent articles, photographs, or other sources which detail the nominee's distinctive contributions to the field of music education.
- All nominations must include the name, address, and phone number of the individual KMEA NC member(s) submitting the application. Nominations must be postmarked on or before September 1.

E. Award

- The KMEA North Central District Vice President will serve as the Chairman of the Honor Administrator Award Committee. Copies of all nominations received by the Vice President as of the nomination deadline will be forwarded to the Honor Administrator Award Committee. The selection committee shall consist of the current KMEA NC President, Vice President, and President-Elect.
- The award will be presented to the selected administrator at the appropriate level of KMEA NC Mini-Clinic. If the administrator selected is a high school principal, or superintendent, then the award will be presented at the high school clinic in December. If the administrator is a middle level principal, then the award will be presented at the middle level clinic in November. If the administrator selected is an elementary principal, then the award will be presented at the Elementary Clinic in February. The recipient will receive a certificate from the KMEA North Central District.

North Central District Future Music Educator Scholarship

NCKMEA offers the **NCKMEA John Anthony Richard Memorial Scholarship for Future Music Educators** program. This award is selected by application after review by the Executive Committee. This scholarship is awarded to a graduating senior participant of one of the four high school district honor groups – Band, Choir, Orchestra, Jazz Band. This graduating senior participant must be enrolling in a Kansas post-secondary university or college music program. The student must present proof of enrollment (i.e. letter from primary music department advisor) prior to receiving the NCKMEA Scholarship award.

NORTH CENTRAL DISTRICT MINI-CONVENTIONS, CLINICS & CONCERTS, & EVENTS

General Dates

The North Central District will hold a High School Mini-Convention, a Middle Level Clinic & Concert, an Elementary Clinic & Concert, a kick-off Downbeat Session, and a Summer Board meeting through the fiscal year corresponding to the following dates:

Downbeat Session	»	4 th (last) Wednesday in August
High School Choir, Orchestra, and Band	»	1 st Saturday in December
High School Jazz Band and Middle Level	»	1st Saturday in November
Elementary Level	»	1 st Saturday in February
Summer Board Meeting	»	4 th (last) Friday in June

Honor Ensembles

- **High School Level** - Band, Choir, Orchestra, Jazz Band
- **Middle Level** - Band and Choir
- **Elementary** - Choir

Each participating school must be a member of KSHSAA, or a KSHSAA Approved school, and be in good standing with the organization. Directors who register students for the North Central Honor ensembles must be a member in good standing with the KMEA.

Participating students must be enrolled in the performance area at their school, if one exists, during the semester in which they participate. Special circumstances are left to the discretion of the District Executive Board.

All schools submitting auditions will be represented in an ensemble provided student(s) meet a minimum audition score.

4 Year Medallion

The North Central District will award a 4 Year Medallion to any student who has participated in any North Central District High School Honor Ensemble for all four years of their high school tenure.

Honor Ensemble Auditions/Selection Process

A. High School Band, Choir, Jazz Band and Orchestra (Grades 9-12)

1. Students who audition for an Honor Ensemble in the North Central District must be enrolled in a music program whose Director is an active member of KMEA/NAfME.
2. Auditions for placement in the North Central District Band, Choir, and Orchestra will take place on the first Saturday in November.
3. Jazz Band auditions will be done through Festival Scores using the State Audition music with District Cuts. Auditions will be September 1-15. Results will be posted September 30 and music distributed to the directors of selected students.
4. Students who audition on more than one instrument must send in a separate application form and fee for each audition.
5. Students must be registered and supervised by a staff member from their music department while at the audition site.
6. Directors who send students to audition must be in attendance and willing to judge.
7. Audition pieces for the band and orchestra will be selected as cuts from the state audition pieces and posted on the NCKMEA website.
8. Audition pieces for the jazz band will be the same as for the State Jazz Ensemble.
9. Choir Directors who need to make a voice part change to a registered audition must (1) cancel the original registration, then (2) re-register the student with the appropriate voice part. Late fees will apply if re-registration happens after the deadline.

B. Middle Level Band (Grades 7-8)

Middle Level Band Audition Requirements

- Auditions will take place through Festival Scores. Students auditioning on wind or mallet instruments will record the assigned etude. All recordings should be in mp3 format. Please don't allow background noise, talking or a bad recording level to hinder audition recording.
- Auditions will be September 1-15.
- Results will be posted September 30 and music will be distributed to directors of selected students.

Middle Level Band Audition Material

- First, record a chromatic scale (suggested ranges are posted below). The scale must be slurred up and tongued down on wind instruments at mm=90. Mallet percussion should use rolls going up. Trombones should use legato tonguing going up, not glissandos. If the student has an expanded range, they may demonstrate their full range.
- After the scale, on a separate track, record the etude selection. All audition materials for the wind instruments are taken from Hal Leonard's *Essential Technique* (formerly titled *Essential Elements Book 3*).
- Percussionists are to record on both Snare Drum and Timpani. Mallets may be auditioned separately.

<u>Instrument</u>	<u>Cycle #1 (Even Years)</u>	<u>Cycle #2 (Odd Years)</u>
All Instruments	#159, mm=116-120	#160, mm=88-90
Snare drum	#132, mm= 120	#132, mm= 120

Timpani	#123, record tuning of the three timpani then play exercise, mm=120 with no fermatas	#123, record tuning of the three timpani then play exercise, mm=120 with no fermatas
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Suggested Ranges:

The image displays suggested ranges for 13 different instruments. Each instrument is represented by a musical staff with a treble or bass clef, a key signature of one sharp (F#), and a dynamic marking of 'p'. The instruments and their approximate ranges are:

- Flute:** Treble clef, range from middle C to two ledger lines above.
- Oboe:** Treble clef, range from middle C to two ledger lines above.
- Bassoon:** Bass clef, range from middle C to two ledger lines above.
- Clarinet:** Treble clef, range from middle C to two ledger lines above.
- Bass Clarinet:** Treble clef, range from middle C to two ledger lines above.
- Saxophone:** Treble clef, range from middle C to two ledger lines above.
- Trumpet:** Treble clef, range from middle C to two ledger lines above.
- Horn:** Treble clef, range from middle C to two ledger lines above.
- Trombone Baritone BC:** Bass clef, range from middle C to two ledger lines above.
- Baritone TC:** Treble clef, range from middle C to two ledger lines above.
- Tuba:** Bass clef, range from middle C to two ledger lines above.
- Mallets:** Treble clef, range from middle C to two ledger lines above.

C. Middle Level Choir (Grades 7-8)

KMEA NC District Middle Level Choir is for 7th and 8th graders.

- Each Middle Level (7th and 8th grade) teacher in the district selects their own students to participate in KMEA NC Middle Level Choir.
- Each district school is allowed to register online a quartet of 1 Soprano, 1 Alto, 1 Tenor, 1 Bass. Those 4 spots are guaranteed.
- Registration is done on the KMEA North Central website by the deadline listed there. www.nckmea.org Please pay attention to the deadline. Registration closes once the deadline has passed.
- Each director is also allowed to list qualified alternates for each voice part during the registration process online.
- If you have more qualified alternates than the website allows you to enter (Especially changed voices), you may email the North Central ML Choir Chair at mlchoir@nckmea.org and send them a list of your qualified alternates. The ML Choir chair then has the responsibility to select a balanced group from the list of registrations and possible alternates.

- The middle level chair will fill the choir with appropriate numbers and selected singers will be posted on the KMEA NC District website. www.nckmea.org
- Repertoire and clinician information for the ML Choir will be posted online in May.
- It is the expectation that the participating students will have the music learned **before** they arrive.
- The KMEA NC District Middle Level Choir event is held on the first Saturday in November.

D. Elementary Level Choir (Grades 5-6)

1. Participants are selected by their directors. Use this formula to determine how many students to bring to the honor choir:
 - a. Add your total 5th and 6th grade enrollment. If you have 20 or fewer students for your total enrollment, you may bring 4 singers.
 - b. You may add 1 more singer for every 20 students you have in addition to the first 20.
 - c. Example: If you have a total of 75 5th and 6th graders in your school, you may send 7 students to Honor Choir.
2. Registration is done on the KMEA North Central website by the deadline listed there. www.nckmea.org Please pay attention to the deadline. Registration closes once the deadline has passed.

Administration of Live Auditions (High School Level)

1. The State Choir Chair/ District Orchestra Chair/ Individual Room Band Judges will determine cuts of the audition music to fit into an eight minute or less audition time. The cuts will be posted by 8:30 a.m. in the warm-up area.
2. Audition times will not be assigned. Students will audition on a first-come, first-served basis.
3. A screen will separate the judges from the auditioning students and the judges will not have access to the student's names or schools.
4. Students will play for a panel of no less than two but no more than three judges.
5. Auditions will include scales, the etude material, and sight-reading. The three scores will be tallied to determine District Festival Group participants.
6. Sight-reading selections for Band auditions will be chosen by the District Chairs.
7. Tie-breaking criteria
 - A. Band
 1. Sight-reading score
 2. Etude score
 3. Scale score
 - B. Orchestra
 1. Etude score
 2. Scale score
 - C. Choir
 1. Seniority
 2. School district representation within choir
8. Results will be posted on the North Central District website no later than Wednesday following the auditions. Music will be mailed to the respective schools.

9. All schools submitting auditions will be represented in at least one honor group, provided student(s) have met the minimum performance score.

INSTRUMENTAL AUDITION RECORDING PROCEDURES

If a student is unable to attend Live Auditions due to a conflict with a KSHSAA event or the FFA State/National Band that takes place on the same day, the instrumentalist will be allowed to make a single recording of the required audition materials with the District Chair. Recordings made by the student or the student’s director will not be accepted.

Requirements:

1. The instrumentalist’s director must register the audition.
2. The recording will take place the Wednesday evening before District auditions. Thursday will be the weather contingency date.
3. The recording session will be held at Manhattan High School, or at a location mutually agreed upon by the Student, Director and Chairperson.
4. The student and the director must be at the recording session.
5. The instrumentalist’s director will contact the District Chair before Friday the week before District Auditions to schedule a time for recording the audition - a 20-minute time slot will be allotted.
6. The audition materials will include:
 - All possible scales for band and orchestra.
 - Sight-reading for band.
 - The entire district cuts of the etude, solo, or study/ studies as listed on the NCKMEA website.
7. A warm-up room will be provided.
8. The instrumentalist will make a single recording of the required audition materials.
9. Once the recording session begins, the District Chair will pause the CD for one minute between the scales, sight-reading, and each major section of the solo/etude passages (since they are having to record the full audition materials).
10. When the CD is played for the judges at the live auditions, the judges will critique only the scales, sight-reading, and the same sections of the solo/etudes performed by students auditioning at the live-audition session.
11. Two members of the executive committee will attend the recording session.

Fees & Honorariums

Audition and Participation fees will be assessed as follows:

	High School	Middle Level	Elementary Level
Audition Fee	\$15.00	-----	-----
Participation Fee	\$15.00	\$15.00	\$15.00
Late Fees	Double fees (band, orchestra, Jazz band)	Double fees	Double fees
	Choir follows State late fee rules.		

Clinician / Accompanist / Special Musician Honorariums

	High School	Middle Level	Elementary Level
Clinician/Conductor	\$450.00	\$400.00	\$350.00
Accompanist	\$150.00	\$125.00	\$100.00
Special Musician	\$50.00	\$50.00	\$50.00

All clinicians and accompanists will be paid the honorarium plus mileage, at the current state KMEA rate, and expenses. All mileage and expenses will cap at \$250.00. Hotel costs, if any, will be paid by the North Central District on top of mileage and expenses.

Fee Deadlines / Penalties

A. **Deadlines** - The following are the general dates for the various entries and fees:

1. High School Band, Choir and Orchestra Audition fee payment(s) are due on or before 8 days prior to the 1st Saturday in November (HS audition day). Please print two copies of the online invoice and send one with payment. Double fees will be assessed if payment is not received 8 days before the 1st Saturday in November (audition day).
2. High School Band, Choir and Orchestra Participation fee payment is due on or before on the 1st Saturday in December (HS Mini-Convention). Please print two copies of the online invoice and send one with payment. Double fees will be assessed if payment is not received on or before the 1st Saturday in December (HS Mini-Convention).
3. High School Jazz Band and Middle Level fee payment is due on or before 8 days prior to the 1st Saturday in November (Middle Level Clinic/Concert). Please print two copies of the online invoice and send one with payment. Double fees will be assessed if payment is not received 8 days before the 1st Saturday in November (Jazz Band/Middle Level Clinic/Concert).
4. Elementary Level fee payment is due on or before 8 days prior to the 1st Saturday in February (Elementary Level Clinic/Concert). Please print two copies of the online invoice and send one with payment. Double fees will be assessed if payment is not received 8 days before the 1st Saturday in February (Elementary Level Clinic/Concert).

IT IS STRONGLY ENCOURAGED TO PAY FEES AS SOON AS POSSIBLE.

We will continue to have our HS auditions on the first Saturday in November with the option of changing the date if there is a major KSHSAA conflict with the date and that will be left to the discretion of the NCKMEA Executive Board.

B. Penalties

1. Payment must be delivered to the Executive Director by the posted deadline or double fees will be assessed.
2. Schools must pay any outstanding balances by March 1st of each year or they will not be allowed to participate in the event carrying the outstanding balance the following year.
3. Appeals for an exception to this penalty (for example, if a teacher enters a District where a former teacher neglected to pay the fees) can be made to the North Central District Executive Committee.

Responsibilities

A. Chairperson Responsibility

1. Each chairperson will provide the chair elect with a notebook outlining all duties and responsibilities.
2. Organize honor groups that will perform at each respective Mini-Convention & Clinic/Concerts.
3. Secure the services of a clinician for the honor group.
4. Provide the Executive Director with all contact information for the clinician, accompanist, and/or special musicians.
5. Organize audition selection committee or handle selection process of group.
6. Determine instrumentation/part distribution of honor group.
7. Work with clinician to select and distribute music for honor group.
8. Secure needed equipment for performance.
9. Host and supervise honor group rehearsals and performance.
10. Provide a report at District meeting(s) of respective area directors.
11. HS only: Report students who are eligible for State Ensemble participation to District President by Monday following Mini-Convention in December.
12. HS only: Secure needed equipment for recording auditions on the Wednesday before
13. HS only: Schedule recorded auditions in 20 increments.
14. HS only: Coordinate with site manager, executive council, and other HS chairs for recording auditions

B. District Responsibility

1. Will not allow students to be selected to both choral and instrumental groups.
2. Provide teachers in the District the information, rules, regulations, and guidelines concerning District and State honor groups.

C. School Responsibility

1. Supervision, conduct, and behavior of participating honor group students.
2. Will be a member of KSHSAA in good standing.
3. Will determine student eligibility according to KSHSAA and their school district guidelines.
4. Will meet entry and payment deadlines as determined by District.

D. Teacher Responsibility

1. Will abide by all policies and procedures of the North Central District of KMEA.
2. Must be a member in good standing of KMEA/NAfME

E. Student Responsibility

1. Will be in good standing according to the rules and guidelines for participation established for KSHSAA eligibility and the resident school.
2. Must be in the following grades to participate in the following groups:
 - a. High School Honor Groups - Grades 9-12
 - b. Middle Level Band - Grade 7 & 8
 - c. Middle Level Choir - Grades 7 & 8
 - d. Elementary Choir- Grades 5 & 6

- e. Must be enrolled in performance area during semester of audition.
- f. Must be enrolled in performance area in which they audition, if one exists at the resident school.
- g. Will audition according to the rules and regulations of the North Central District.
- h. Will participate in rehearsal and concert at respective Mini-Convention - this participation is required to be eligible for the State Festival Group.

Exception: *Any absence due to an emergency conflict that will affect the rehearsals or performance at the District Mini-Convention must be approved by the District Chairperson and District President. (Note: SAT and ACT Tests are not regarded as emergency conflicts; however, a student may be excused for the SAT English Competency Test upon prior notification of the District Chairperson and the District President).*

Event Cancellation

- A. In case of inclement weather, the Executive Board of the North Central District will decide whether or not to cancel an event.
- B. Any cancellations will be posted on the District website. KMAN radio, WIBW and KSNT will be contacted. A mass e-mail will also be sent to the North Central District membership. The membership may also contact the respective ensemble chairperson if weather is in question.
- C. Clinicians will be paid half the stipend due to the cancellation of an event. Clinicians will also be paid any travel expenses incurred prior to the cancellation of an event.
- D. If the event is cancelled - **there will be no refund of fees.**

Elections

A. Election of President-Elect

- 1. An election will be held online prior to the 1st year of a sitting President for the purpose of electing a President-Elect.
- 2. Nominations for President-Elect will be made by the Executive Board of NCKMEA.
- 3. An online voting period will happen, designated by the Executive Board of NCKMEA.
- 4. Only KMEA members will be allowed to vote.
- 5. The candidate receiving the most votes shall be elected.

B. Election of District Officers

- 1. District officers shall include the chairs for High School Band, Choir, Orchestra and Jazz Band, Middle Level Band and Choir, and Elementary Choir.
- 2. All positions shall be selected through an online vote during the months of November and December in even-numbered years.
- 3. Nominations for Chairs shall be made and voted upon by the active members who participate in the online vote. The candidate receiving the most votes shall be elected.
- 4. If no nominations are made or accepted, a Chair shall be appointed by the District President.

C. Terms of Office

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

2. All other positions shall serve for a term of one year as Chair-Elect following their election and two years as Ensemble Chair starting in odd-numbered years.
3. In the case of a vacancy to an office the rules of succession will be as follows:
 - a. President
 - i. If the vacancy occurs in the first year of service, the Vice President will become the President. Vice Presidential duties will be divided amount the new President and the President-Elect.
 - ii. If the vacancy occurs in the second year of service, the President-Elect will become president and nominations and an election will take place to fill the vacant President-Elect position.
 - b. President-Elect
 - i. When the vacancy occurs, nominations and an election will take place to fill the vacant position.
 - c. Vice President
 - i. The position will remain vacant, and the duties of the vice president will be split by the President and the President-Elect.
 - d. Chairperson
 - i. If the vacancy occurs during the first year of service, the previous Chairperson will move back into this position.
 - ii. If the vacancy occurs during the second year of service, the Chair-Elect will move into this position. Nominations and voting will occur in order to fill the vacant Chair-Elect position.

General Policy and Procedures

A. Standing Committees

KMEA North Central District will have standing committees at the pleasure of the Executive Board. They may be called or dissolved at any time.

B. Whistle Blower and Conflict of Interest

KMEA and KMEA North Central has adopted a “Whistle Blower” and “Conflict of Interest” policy per requirements as a tax-exempt organization.

- All NCKMEA Board members of NCKMEA are required to sign a “Whistle Blower” and “Conflict of Interest” document while serving on the Board of NCKMEA

C. Act-of-God

KMEA North Central will not refund fees or registration paid to NC KMEA for participation in the annual Mini-Convention and/or Clinic/Concert events due to non-attendance of a KMEA member caused by an Act-of-God. An Act-of-God is deemed to include inclement weather, fire, emergency facility incapacity, or any other event resulting in limited or cancelled participation. Exceptions to this policy, although not normally granted, may be approved by a majority vote of the NC KMEA Executive Committee.

Website

- A. The official address for the NC KMEA Website is <http://www.nckmea.org/>
 - a. A Website maintenance engineer will be hired with a salary commensurate with other paid District KMEA staff.

B. Inclusions

- Materials and forms deemed necessary and appropriate by the KMEA Executive Committee and/or Executive Board.

C. Restrictions

- a. Online advertisements.
- b. Links to commercial sites, stores, or companies.
- c. Links to colleges or universities, or related sites (music camps, etc.).

Website Policy

The North Central District will adhere to the state KMEA Website Policy as published by KMEA.

Investment Policy Statement

Adopted this 9th day of March 2020 by the NCKMEA Executive Board

I. GENERAL POLICY

This Investment Policy Statement has been adopted by the Board of Directors of the North Central District Kansas Music Educators Association (NCKMEA) to provide guidelines for the investment of funds held by NCKMEA.

- a. **Definitions.** For purposes of this Investment Policy Statement, the following definitions shall apply:
 1. Operating Funds - Those funds expected to be spent in the normal course of business during the current or subsequent fiscal years (as determined by the Executive Director, President, President-Elect and Vice-President ("Executive Committee")).
 2. Reserve Funds - Those funds which are held in reserve for instances including, but not limited to:
 - i. Unexpected capital required to maintain the integrity of NCKMEA's operations and service to its membership, in emergency or otherwise unforeseen situations.
 - ii. Unbudgeted funding for service activities of NCKMEA, as provided by the interest and not the principle of the investment.

II. PROCEDURES

- a. **Investment Advisor(s).** It is anticipated that from time to time the services of a registered investment advisor(s) may be sought to assist in managing portions of NCKMEA's funds. The following procedure shall be followed to engage a new or replace a current registered investment advisor(s).
 1. The Executive Director will recommend the hiring or replacing of an investment advisor(s) to the Executive Committee.
 2. The Executive Committee will consider candidates to serve as Investment Advisor(s) and forward the finalist(s) to the Board of Directors for final approval.
 - i. The Executive Committee will consider the following criteria when selecting an investment advisor(s): investment philosophy, historical performance, experience of key personnel, and financial viability.

3. The Board of Directors shall have final approval of any and all Investment Advisor(s).
 4. The Investment Advisor(s) will have discretion over equity selection and diversification consistent with NCKMEA's stated investment objectives, risk tolerance, asset allocation, liquidity requirements and restrictions as set forth in this Investment Policy Statement. NCKMEA will track selections and pose questions whenever selections seem to run contrary to NCKMEA's policies as set forth in this Investment Policy Statement. NCKMEA reserves the right to disapprove of any transactions.
- b. **Revisions.** In order to ensure that this Investment Policy Statement is consistent with the current mission of NCKMEA and accurately reflects the current financial condition of NCKMEA, the Executive Director and/or the members of the Executive Committee, as needed, will review the Investment Policy Statement and make recommendations for change to the NCKMEA Board of Directors for final approval.

III. OPERATING FUNDS

- a. **Purpose.** The purpose of the Operating Funds are to provide sufficient cash to meet the financial obligations of NCKMEA, in a timely manner, for the normal operations of NCKMEA.
- b. **Investment Objectives.** The investment objectives of the Operating funds are as follows:
 1. Preservation of capital,
 2. Liquidity.
 3. Optimize the investment return within the constraints of (1) and (2) above.
 - i. All Operating Funds should be allocated to investments deemed "low risk".
 - ii. Under no circumstances should Operating Funds be investments deemed "moderate to high risk".
- c. **Investment Guidelines.** The Executive Director, under monthly review by the Executive Committee, shall be authorized to invest the NCKMEA Operating Funds as follows:
 1. A checking account, including the interest accrued and/or fees charged to maintain such an account.
 2. Federally Insured Certificates of Deposit not to exceed \$20,000 including accrued interest at commercial banks or savings and loan institutions.
 3. Transfer of excess cash from Operating Funds to Reserve Funds within the constraints of Section III. b. Investment Objectives, above.
- d. **Maturity.** Any investment of Operating Funds must "mature" within a maximum of 1 year (12 months).
- e. **Reporting.** The Executive Director shall prepare the following reports regarding the Operating Funds:

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

IV. RESERVE FUNDS

- a. **Purpose.** The purpose of NCKMEA's Reserve Funds is to conservatively grow capital for future NCKMEA needs while maintaining minimal liquidity in the case of unexpected requirements. The Reserve Funds consist of funds invested through various investment advisors and those funds in the NCKMEA accounts.
- b. **Investment Objectives.** The objectives of the Reserve funds are to pursue a long-term goal designed to maximize the return without exposure to undue risk as defined herein.
 1. The investment strategy of NCKMEA is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.
 2. The investments shall be undertaken in a manner that seeks to ensure preservation of the capital of the overall portfolio while attaining a rate of return, net of fees and taxes, if any, within NCKMEA's investment risk constraints.
 3. The goal of NCKMEA is to increase the Reserve Funds with investment advisors to a market value of no less than 100 % of KMEA's annual operating budget.
 4. The goal of the Reserve Funds in the NCKMEA Fund is to continue to grow the Fund principal so that interest earned may be used to fund KMEA service activities.
- c. **Investment Guidelines.** The investment policies and restrictions presented in this Investment Policy Statement serve as a framework to achieve the Investment Objectives stated above, at a level of risk deemed acceptable by the NCKMEA Executive Committee and NCKMEA Board of Directors.
 1. **Cash:** Cash holding typically are to be minimal and maintained in an interest bearing account at a comparable rate of return to the federal market. If financial circumstances dictate, a maximum of 100% cash allocation can be realized.
 2. **Equities:** The equity portion of the portfolio should be maintained at a risk level roughly equivalent to that of the equity market as a whole.
 3. **Bonds:** Investments will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity

premiums.

4. Alternative Investments: The objective of alternative investments is to provide exposure to non-traditional asset classes outside of equities and bonds. In doing so a reduction of risk and volatility can be achieved.
5. Asset Allocation Targets

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

- d. **Restrictions.** The investment advisor(s), except for the alternative investment funds, is prohibited from investing or engaging in: private placements, letter stock, options, securities whose issuers have filed a petition for bankruptcy, short sales, margin transactions, any speculative investment activities, commodity transactions, direct investments in real estate, loan money, or permit the lending, mortgage, pledge, or hypothecation of any asset.
- e. **Rebalancing.** On an ongoing basis, as NCKMEA or the investment advisor(s) deem necessary, NCKMEA's portfolio shall be rebalanced to meet the asset allocation targets. If any of the diversification percentages are exceeded due to changes in market values, divestiture is required in a reasonable and timely manner unless otherwise determined by the Executive Director in conjunction with the Executive Committee.
- f. **Reporting and Profit/Loss.** The Executive Director shall prepare the following reports:
 1. On an annual basis and at the end of the fiscal year, a report by category allocation of the Reserve Funds with the investment advisor(s) including a report of the overall growth/loss for the fiscal year. In general, profits in interest from these funds will be reinvested as principle into the Reserve Funds accounts.
 2. On an annual basis and at the end of the fiscal year, a report of funds in the KMEA Fund including a report of the overall growth/loss for the fiscal year. Profit from the KMEA Fund may be reinvested as principle or spent (as determined by the Executive Committee), for service activities of KMEA, including but not limited to scholarships and research grants.

Records Retention Policy

Adopted this 9th day of March, 2020 by the NCKMEA Executive Board

I. GENERAL POLICY

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

II. RETENTION AND DESTRUCTION OF KMEA RECORDS

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

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

- b. **Permanent Records.** The following shall be retained for an undefined period of time (not less than ten (10) years), and shall not be destroyed without the express written consent of the NCKMEA Executive Committee and NCKMEA Board of Directors:
1. Organizational Documents (Constitution and By-laws, Tax Exempt Authorizations);
 2. Official approved minutes of Board meetings;
 3. Audit records (if any) and annual year-end financial reports to the Board of Directors;
 4. Depreciation records;
 5. Trademark registrations (if any);
 6. End of fiscal year Investment records;
 7. Board membership lists; and
 8. High School/Middle Level/Elementary Level Programs;
- c. **"Seven Year" Records.** The following shall be retained for at least seven (7) years and for such further time as may be mandated by the NCKMEA Executive Committee and NCKMEA Board of Directors:
1. Accounts payable;
 2. Accounts receivable ledgers and trial balances;
 3. Bank Statements;
 4. Cancelled checks;
 5. Expense Records;
 6. Invoices from vendors;
 7. Purchase orders;
 8. Purchase Receipts;
 9. Sales records;
 10. Contracts for Services, including W9 documentation;
 11. Records of investments and donations (except as stipulated above);
 12. Inventory reports; and
- d. **"Three Year" Records.** The following shall be retained for at least three (3) years and for such further time as may be mandated by the NCKMEA Executive Committee and NCKMEA Board of Directors:
1. Insurance policies that have expired
 2. Board member compliance records (Whistleblower and Conflict of Interest Forms).

Records and Emergency Contingency (REC) Plan

Adopted this 9th day of March, 2020 by the NCKMEA Executive Board

OWNERSHIP OF ASSETS

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

1. NCKMEA's financial records,
2. NCKMEA's organizational records,
3. NCKMEA's monetary funds (accounts and investments), and
4. Physical property purchased by NCKMEA or with NCKMEA funds.

FINANCIAL RECORDS

1. Bank Accounts.

- a. All NCKMEA accounts held at banks (including checking and savings accounts, certificates of deposit, and other accounts not managed by investment firms), shall be accessible by the Executive Director, the President, President-Elect and the Vice-President (the "Officers").
- b. Forms required for access by the financial institution holding these accounts shall be signed by all of the Officers.
- c. Subject to Subsection g) below; only one signature shall be required to sign checks.
- d. Although these accounts are normally managed by the Executive Director, any one of the Officers may individually sign checks or access any account at any time, subject to Article IV - Subsection 2-g below.
- e. No Officer, acting under this Section, may sign any check in excess of eight thousand dollars (\$8,000) without first receiving written consent from a majority of the Executive Committee.

2. Investments

- a. All NCKMEA investments managed by an investment advisor shall be accessible to any one of the Officers.
- b. All Forms required by the investment firms holding these accounts shall be signed by all four of the Officers.
- c. Any one of the Officers may individually view balances in the accounts and authorize an investment advisor to move funds within the account in accordance with the procedures set forth in the NCKMEA Investment Policy.

ORGANIZATIONAL RECORDS

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

EXECUTIVE DIRECTOR- Emergency Contingency Plan

- 1) The Executive Director of the Association may be deemed incapable of executing the duties of the office by a unanimous vote of the remaining three members of the NCKMEA Executive Committee (President, President-Elect, and Vice-President). Incapacity is defined as the inability to properly or faithfully execute the duties of office, and may be caused by, but is not limited to, death, injury, mental incapacity, or release from employment for dereliction of duty or illegal activity.
- 2) In the event of a vote of incapacity, the President of NCKMEA will execute the following plan, either in person or by proxy:
 - a) Open sealed envelope provided by Executive Director.
 - b) Notify all financial institutions holding NCKMEA funds or investments and remove the Executive Director as a signatory on these accounts.
 - c) Notify the NCKMEA and KMEA Board of Directors.
 - d) Notify the NCKMEA employees to report directly to the President until such a time as an Executive Director or Acting Executive Director is hired.
 - e) Take possession of all NCKMEA's financial records, organizational records, and physical property in possession of the Executive Director.
 - f) Arrange for all NCKMEA mail and e-mails intended for the Executive Director to be forwarded to the President.
 - g) Manage the financial accounts of the organization (including, but not limited to, paying bills, making deposits, and oversight of investment accounts).
 - h) In a timely manner and in consultation with the other Executive Committee members, hire a new Executive Director or appoint an Acting Executive Director until such time as a permanent replacement can be found.
 - Any Executive Committee member or NCKMEA employee is eligible to serve as Acting Executive Director until such time as a new Executive Director has been ratified.
 - A new Executive Director shall be selected by the NCKMEA Executive Committee within 3 months of the vote of incapacity.

Appendix

Roberts Rules of Order – Simplified

Guiding Principle:

- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

- **You want to bring up a new idea before the group.** After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.
- **You want to change some of the wording in a motion under discussion.** After recognition by the president of the board, move to amend by:
 - adding words,
 - striking words or
 - striking and inserting words.
- **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.** Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.
- **You want more study and/or investigation given to the idea being discussed.** Move to refer to a committee. Try to be specific as to the charge to the committee.
- **You want more time personally to study the proposal being discussed.** Move to postpone to a definite time or date.
- **You are tired of the current discussion.** Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.
- **You have heard enough discussion.** Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

- **You want to postpone a motion until some later time.** Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.
- **You believe the discussion has drifted away from the agenda and want to bring it back.** Call for orders of the day.
- **You want to take a short break.** Move to recess for a set period of time.
- **You want to end the meeting.** Move to adjourn.
- **You are unsure that the president of the board has announced the results of a vote correctly.** Without being recognized, call for a “division of the house.” At this point a roll call vote will be taken.
- **You are confused about a procedure being used and want clarification.** Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.
- **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.** Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.
- **You want to change an action voted on at an earlier meeting.** Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:

- to get information about business – **point of information**
- to get information about rules – **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. – **question of privilege**
- if you see a breach of the rules – **point of order**
- if you disagree with the president of the board’s ruling – **appeal**

Quick Reference					
	Must be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	

Adjourn (End Meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a Later Time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

KMEA North Central District High School Band, Orchestra, and Choir Chair Checklist

Before District Auditions

1. ____ Contact and secure a clinician. Send clinician contact info to the District Executive Director. A clinician must be secured by September 1st.
 - a. ____ Instrumental Chairs: Discuss instrumentation of the ensemble with the clinician.
 - b. ____ Choir Chairs: Discuss accompanists with the clinician. Send accompanist contact info to the District Executive Director.
2. FYI Clinician and accompanist will get a contract, W-4, and a hotel room (if needed) from the Executive Director.
 - a. Clinician is paid a stipend and mileage to and from the event.
 - b. Accompanist is paid a stipend. KMEA does not pay mileage for accompanists.
3. ____ Give District President general information letter with district and state audition material included.
4. ____ Keep directors informed of any modifications to district and state audition materials or process.
5. ____ Receive list of audition registrations from the Webmaster.
6. ____ Contact directors about judging district auditions. Choir will want three judges in each room, instrumentalist would like a minimum of two. Stay in contact with other district chairs to coordinate judging assignments.
7. ____ Contact the site coordinator hosting the district auditions to verify room assignments and needed equipment.
8. ____ When you receive the district music from the clinician, prepare music folders for distribution after auditions are completed. Include a letter of congratulations that includes information concerning participation fees, concert admission fees, rehearsal and performance information, and other general information concerning the KMEA NC District Mini-Convention. Also, include information about the State Level group and Audition procedure.
 - a. If you are doing this electronically, please create electronic folders for each student. For example, Trumpet 1 Chair 1, Trumpet 1 Chair 2, Trumpet 2 Chair 3, etc. This should include the informational letters, plus their music. This will facilitate accurate communication between directors and their selected students.
9. ____ Prepare judges packets. Copy judging forms. Include music copies for the judges, the stand in the audition room and for posting audition cuts. Markers, highlighters, tape, pencils and required scale are also items to consider including for judges to use for marking and posting cuts.
10. ____ Coordinate times, equipment, and location with NC Executive Board, the other chairs and directors for recorded auditions. (Wednesday before audition date)
11. ____ Prepare student lists for the door monitors.
12. ____ Have labels printed out for each student with their audition number. Extra sticky, large labels are recommended.
13. ____ Choir chair: Make sure site coordinators have the cuts tracks beforehand. You should get an email from the state chair a week before. Be sure to let all directors know a week ahead of time the cuts. NC district does not release the cuts tracks to directors.

Attend June Board Meeting

(mileage to be reimbursed at the KMEA State Level)

Day of the District Auditions (1st Saturday in November)

1. ____ Check room assignments with the site coordinator and make sure everything is set up. Choir: make sure there is a stand in every room.
2. ____ Coordinate with other District Chairs to cover any last minute changes to the judging assignments.
3. ____ Distribute student ID numbers to directors. Directors should return any labels to the chair, if the student on those labels are not present.
4. ____ Have a brief judges meeting outlining audition procedures. Provide any last minute instructions to judges and band directors.
5. ____ Provide recordings and listening equipment for any rooms with recorded auditions.
6. ____ As the judges turn in their audition results, double check for any mistakes and put together a list of those students who made the district group, including any alternates. Choir: your will want help in the tab room.
7. ____ Email final rosters to NC Executive Board after meeting with all chairs and checking for duplicates. The president will email these results on to the Webmaster in the excel sheet.
8. ____ After posting results, distribute letters of congratulation and music packets to those directors that have students that made the District Group.

Before the District Mini-Convention

1. ____ Send the District President a biography of the clinician and program information.
2. ____ Contact the clinician about the schedule for the mini-convention.
3. ____ Make sure your clinician knows the schedule and understands they have 25 minutes for their performance, including any talking they would like to do.
4. ____ Make sure you've created a seating chart and sent it to the site coordinator.
5. ____ Contact the site coordinator of the school hosting the mini-convention for needs above and beyond chairs, stands, risers, and seating chart.
6. ____ Update any information included in the KMEA NC District Chair Handbook and/or dropbox folder.
7. ____ Create rehearsal name signs for students.
8. ____ Remind your directors to turn in any names of students who have performed at the District Level for four years to the Executive Director.
9. ____ Choir: Make sure all directors know the 4th piece to be performed at district that either the chair or the clinician has chosen.
10. ____ Choir: Make sure your accompanist's contact information has been sent to the Executive Director and that they get the music months ahead of time.
11. ____ Choir: Troy Johnson will send instructions about how to turn in names for state choir. The state chair will now handle determining state performers and alternates. Just send them the excel spreadsheet.

Day of the District Mini-Convention (1st Saturday of December)

1. ____ Check the set-up the rehearsal room and make sure the clinician has everything they need.
2. ____ Periodically check the rehearsal to make sure everything is running smoothly.

3. _____ Present a report at the choir/orchestra/band meeting with NC leadership.
4. _____ Help set up the stage for all performing groups.
5. _____ Introduce the District Group and the Clinician.
6. _____ If this is your last year, hand over any useful materials to the President or Executive Director and take a well-deserved vacation.
7. _____ If your duties continue for another year, go back to the top and start all over again.

Typical Schedule for the day

7:30 AM Check Room set up, put names on stands/seats

8: 00 AM – Director’s Check-in - Meet in Rehearsal Room

Band - Room D-117 (Band Room)

Orchestra - Room D-118 (Orchestra Room)

Jazz Band - Room D-114 (Choir Room)

Choir - Rezac Auditorium

8:15 AM - Rehearsals Begin

Directors Meetings - Little Theater

8:30 AM - Choir Directors

9:00 AM - Orchestra Directors

9:30 AM - Band & Jazz Directors

10:00 AM - General Business Meeting

10:45 AM - Possible Mentor/Mentee Meet and Greet: Little Theater

11:30 AM - Lunch (on your own)

Clinicians/Board will eat in Cafeteria Common Room

1:00 PM - Afternoon Rehearsals

2:30 PM Concert

Admission: Free Will Donation accepted

Concert Order: (rotates every year)

2:30- Orchestra

3:00 – Choir

3:30- Band

KMEA North Central District High School Jazz Band, Middle Level Band and Choir Chair Checklist

Spring, Summer, Early Fall

1. ____ Contact and secure a clinician and accompanist. Send contact information to the Executive Director. Clinicians should be secured by May 1st.
2. ____ Discuss instrumentation and literature lists with clinician.
 - a. Choir: Music should be posted in May so schools can order it before school is out. Pick 5 songs that include at least one SATB if not two.
3. FYI Clinician and accompanist will get a contract, W-4, and a hotel room (if needed) from the Executive Director.
 - a. Clinician is paid a stipend and mileage to and from the event.
 - b. Accompanist is paid a stipend. KMEA does not pay mileage for accompanists.
4. ____ Keep directors informed of any modifications to audition materials or process.
5. ____ Bands: Contact directors about judging district auditions. Coordinate Festival Scores with Troy Johnson.
6. ____ When you receive the district music from the clinician, prepare music folders for distribution after auditions are completed. Include a letter of congratulations that includes information concerning participation fees, concert admission fees, rehearsal and performance information, and other general information concerning the KMEA NC District Mini-Convention.
 - a. If you are doing this electronically, please create electronic folders for each student. This should include the informational letters, plus their music. For example, Clarinet 1 Chair 1, Clarinet 1 Chair 2, Clarinet 2 Chair 3, etc. This will facilitate more accurate part assignment and less director confusion. You can relabel the folders with student names after auditions.
7. ____ Receive Audition list from Webmaster.

Attend June Board Meeting

(mileage to be reimbursed at the KMEA State Level)

September 1-15

1. ____ Bands: Coordinate Festival Scores and judges.
2. ____ Choir: Balance entries to create a full group. Invite more alternates as needed.

September 30th

1. ____ Post finalized roster. Send roster to Webmaster and NC Executive Board using provided excel sheet.
2. ____ After posting results, distribute letters of congratulation and music packets to those directors that have students that made the District Group.

Before the HS Jazz Band and Middle Level Clinic

1. ____ Send the District President a biography of the clinician and program information.

2. _____ Send the District President and Executive Director student and director numbers for ordering food for lunch. Lunch is provided for all students, directors, clinicians and accompanist. The NC Board will take care of ordering and delivery.
3. _____ Contact the site coordinator of the school hosting the event for room and instrument needs. Send site coordinators seating charts.
4. _____ Update any information included in the KMEA NC District Chair Band Handbook.
5. _____ Create name cards or labels for students during rehearsal.
6. _____ JAZZ BAND: Remind your directors to turn in any names of students who have performed at the District Level for four years to the Executive Director.

Day of the HS Jazz Band/ Middle Level Clinic

1. _____ Set-up the rehearsal room and make sure the clinician has everything they need.
2. _____ Watch the rehearsal as much as possible to make sure everything is running smoothly.
3. _____ Present a report at the choir/band meeting with NC leadership.
4. _____ JAZZ BAND: Send students to try out for District Band 10-10:30 or 10:30-11:00.
5. _____ Help set up the stage for all performing groups.
6. _____ Introduce the District Group and the Clinician.
7. _____ If this is your last year, hand over any useful materials to the incoming District President or Executive Director and take a well-deserved vacation.
8. _____ If your duties continue for another year, go back to the top and start all over again.

Typical Schedule for the day

8:00 am	Registration in Rehearsal Areas (Band in Auditorium/Choir in Band Room)
8:15 am	Rehearsals Begin
9:00 am	Band directors meeting (Hospitality Room)
9:45 am	Bathroom/water/rest-the-chops break
10:15 am	Rehearsals resume
10:30 am	Choral directors meeting (Hospitality Room)
11:30 am	Choir Lunch/Move Band Equipment/Change Clothes
11:45 am	Band Lunch/Move Band Equipment/Change Clothes
12:30 pm	Afternoon Rehearsal – Choir in Auditorium/Band in Band Room
2:30 pm	Concert – High School Jazz Band/Honor Choir /Honor Band

KMEA North Central District Elementary Choir Chair Checklist

Between February and May

1. ____ Contact and secure two clinicians and accompanists. Send contact information to the Executive Director.
2. FYI Clinician and accompanist will get a contract, W-4, and a hotel room (if needed) from the Executive Director.
 1. Clinician is paid a stipend and mileage to and from the event.
 2. Accompanist is paid a stipend. KCMEA does not pay mileage for accompanists.
3. ____ Pick music and make sure the website is up to date with clinician information, accompanist(s), literature and conductor notes,

Attend June Board Meeting

(mileage to be reimbursed at the KMEA State Level)

Beginning of School Year

1. ____ Give District President general information letter with performance material included.
2. ____ Keep directors informed of any modifications audition materials or process.
3. ____ Check with Site Coordinator to make sure date and rooms are available.

October- November

1. ____ Record and post rehearsal tracks. Ask other directors for help. Send tracks to webmaster to post. If you are not going to do this, let the teachers know ASAP.

December-January

1. ____ Send a reminder email to directors about December deadlines and fees.
2. ____ Receive audition list from Webmaster.
3. Get out information about a schedule. Reference website again for notes on the music, what to wear, food/snack provided at event, sack lunch needed for Choir B.
4. ____ Separate students into two balanced choirs.
5. ____ Send a reminder to directors to check spellings on the website and send you the changes. Check with the President for the deadline on name changes for souvenirs (t-shirts, plaques) Forward those to Troy.
6. ____ Get info about souvenirs from the President, then send out info. about t-shirt/plaques so directors can send them to parents, asking them to arrive early to buy those before the concert.
7. ____ Troy Johnson, the webmaster, will send you an excel file of all attendees, directors, etc. Keep the student names updated as directors contact you with name changes or corrections. This allows you to print the certificates correctly.
8. ____ Email the certificate template our to directors so they can print their own certificates.
9. ____ Decide on the snack and get it packaged for the event.
10. ____ Print another set of schedules to give to directors the day of the event. One for each clinician and accompanist as well.
11. ____ Contact President with any agenda items you wish to add.

12. ____ Contact the site coordinator of the school hosting the Clinic for confirmation of dates and availability of rooms. Include requests for tables, risers, pianos, stands, etc.
13. ____ Send the District President a biography of the clinician and program information.
14. ____ Update any information included in the KMEA NC District Elementary Choir Handbook/ Dropbox folder.
15. ____ Create name cards for students during rehearsal.

Day of the Elementary Clinic

1. ____ Set-up the rehearsal room(s) and make sure the clinician(s) and accompanist(s) have water and anything else they need.
2. ____ Watch the rehearsals as much as possible to make sure everything is running smoothly.
3. ____ Help set up the stage for all performing groups.
4. ____ Introduce the District Group and the Clinician.
5. ____ Present a report of at the elementary meeting with NC leadership.
6. ____ If this is your last year, hand over any useful materials to the District President or Executive Director and take a well-deserved vacation.
7. ____ If your duties continue for another year, go back to the top and start all over again.
8. ____ Possible signs needed: Rehearsal Rooms, Registration Tables, Choir A/ Choir B lists, Lists of schools in each choir, Snack Table, Audience directions: seating times.

Typical Schedule Day of Event (with two groups)

Group A	Group B	Directors
7:30-8:00 AM Registration		
8:00-9:00 AM Rehearsal on Stage	8:30-9:00 AM Registration	
9:00-9:15 Bathroom Break	9:00-10:30 AM Rehearsal on Stage	9:15-10:30 AM Director's Meeting
9:15-10:30 Rehearsal in Band Room		
10:30-11:00 Snack Break	10:30-11:00 Snack Break	Directors monitor during snack break
11:00-11:45 Rehearsal on Stage	11:00-12:15 Rehearsal in Band Room	
11:45-12:00 Let audience in		
12:00-12:30 Concert	12:15-12:45 Lunch Break in hallway by band/choir room? (Sack lunches)	
	12:45-1:15 Rehearsal on stage	
	1:15-1:30 Let audience in	
	1:30-2:00 Concert	

NCKMEA Leadership

<u>2022-2023 KMEA North Central District Executive Committee</u>			
<p>President Nancy Monical Manhattan Schools</p>	<p>President-Elect Katie Sperry Mission Valley Schools</p>	<p>Interim Past President Chris Richmond Wamego Schools</p>	<p>Executive Director Joel A. Gittle Manhattan H.S.</p>

<u>2020-2021 KMEA North Central Board of Directors</u>			
<p>High School Band Jay Koupal St. George- Rock Creek Chair Elect: Guillermo Rodriguez Salina Central HS</p>	<p>High School Orchestra Riley Day Emporia H.S. Cody Toll Manhattan Schools Chair Elect: Cody Toll</p>	<p>High School Choir Amelia Hancock Mission Valley Schools Chair Elect: Chad Pape Manhattan HS</p>	<p>High School Jazz Band Aaron Tompkins Abilene Schools Chair Elect: Devin Burr Manhattan Schools</p>
<p>Middle Level Band Stuart Roegge Concordia Schools Chair Elect: Daniella Thrasher Clay Center Schools</p>	<p>Middle Level Choir Matthew Schwan Salina Chair Elect:</p>	<p>Elementary Choir Marcia Hermesch Wamego Schools Chair Elect: Josh Yoho St. Mary's Schools</p>	<p>KMEA North Central District Executive Committee</p>
<p>Mentorship Chair Jamie Rogers Paxico-Wabaunsee Schools</p>	<p>Advocacy Chair Samantha Boxburger Junction City H.S.</p>	<p>Webmaster Troy Johnson</p>	