

THE TENNESSEE MUSIC EDUCATION ASSOCIATION POLICIES AND PROCEDURES MANUAL

August 16, 2007

Purpose: This manual is to provide details and supplemental information relating to the policies and procedures of TMEA that are either contained in or referenced in the TMEA Bylaws. This manual will be reviewed periodically and may be changed without notice. However, when changes are made, the revised manual will replace the former version on the web site and the date of the revised document so indicated.

The government of this Association is vested in the Board of Directors and the members of that Board will approve policy in all matters pertaining to the administration and affairs of the Association.

- I. **Membership dues:** Membership dues for TMEA, which are in addition to those dues set by MENC, are currently \$27 for active members, \$12,50 for introductory membership, \$2.00 for collegiate members and \$0 for retired members who retain their MENC/TMEA membership. The total amount of dues for TMEA/MENC membership and the membership application form are found on the MENC web site which is linked from the TMEA web site. The amounts of state dues are set each year by the Board.

The state associations provide annual dues as follows: Elementary associations - \$200; Vocal associations - \$600; Band and Orchestra association - \$800.

Special state-only retired teacher membership: For retired teachers who want to maintain association with TMEA only, may elect to join TMEA for a fee of \$25 annually. This special retired membership has no association with MENC and will not provide any benefits or services from MENC. However, this special membership will provide all state publications, the right to vote in all state elections, and free admission to the state music conference. To sign up for TMEA's state-only retired membership, contact the TMEA Executive Secretary.

- II. **Voting:** Active members may vote in all appropriate national elections and in the elections for TMEA President-Elect, as well as where stipulated in the Bylaws. Members of the TMEA Council (who are eligible to vote as stipulated in the bylaws) may vote on all proposals that come before the Council. Retired members and CMENC members may not vote in any TMEA or MENC regular elections. Voting by proxy can only be done with the approval of the Board of Directors.
- III. **Contact information for TMEA leaders:** All TMEA officers, board members, project chairs, and council members are listed on the TMEA web site along with their e-mail address. Every effort will be made to keep that listing current. This list will also be included in *The Tennessee Musician* with more complete contact information.

IV. FINANCES

- A. Reimbursement: TMEA members who are approved to travel or otherwise engaged in activities that are reimbursable from the TMEA treasury, must provide to the Executive Secretary within 30 days, an appropriate form indicating the exact costs that are to be reimbursed. Only out-of-pocket expenses will be reimbursed, regardless of what may be stipulated in the budget.

For travel, members may request for reimbursement based on the following amounts:

1. **Driving personal vehicle** - \$.38 per mile (TMEA strongly encourages car-pooling.)
2. **Air fare** - lowest available airfare when using commercial air carrier (TMEA will not pay for charges generated by changes in flights, charges by travel arrangers, or other charges generated by the member above the cost of the actual airfare.
3. **Meals** – up to \$6 for breakfast, \$8 lunch, and \$16 dinner unless other amounts are approved by the executive secretary. Receipts should be provided. TMEA does not provide a “per diem.” to members.
4. **Alcoholic beverages** –. Although TMEA officers may grant exceptions on rare occasions, TMEA does not use funds from its treasury to purchase liquor
5. **Hotel** – Lowest reasonable rate based on double occupancy, unless exceptions approved by the TMEA officers.

- B. It is the responsibility of the TMEA Executive Secretary/Treasurer to maintain accurate financial records and to disclose those on a regular basis to the members of the TMEA finance committee for their review and input. Also, within reason, financial reports may be made available to any TMEA member at any time. Financial reports are prepared and presented by the Executive Secretary/Treasurer as stipulated in the Bylaws.

Policy: TMEA does not provide refunds

V. TMEA PROGRAMS

The policies for all TMEA programs are approved by the TMEA Board. Those programs currently include the following:

- A. **All-State** - All-state rules and policies are contained in a separate document that is posted at www.tnmea.org/all_state.htm. Appropriate forms and other information are available there and will be updated as needed. Changes in policies may come from the instrumental and/or vocal caucuses but must be approved by the TMEA board. It is expected that the cost of producing a first-class all-state program be generated by: 1) fees from students and directors, 2) sales of merchandise and 3) other income. The all-state program is not expected to generate additional funds to cover other TMEA expenses.

The All-State General Chair has an ex-officio (by his/her office) position with the Board of Directors and will be invited to all meetings of the Board. The Chair has no voting privileges but will receive all relative board correspondence.

- B. **State Concert Festival** - The TMEA State Concert Festival is coordinated by the State Band Chair who will work within the budget guidelines approved by the Board. A report of that event will be provided at each summer meeting of the TMEA Board.

It is expected that the Concert Festival will pay for its self from fees and other sources. It is anticipated that TMEA will receive a reasonable amount of income from producing this program but the program should be implemented so that TMEA will not absorb any financial loss.

C. TMEA Treble Honor Chorus - The Treble Honor Chorus, coordinated by the TMEA State Elementary Music Chair and chaired by a member appointed by the president, shall rehearse and perform as part of the annual state music conference. The board will approve a budget each year for the operation of that program.

It is expected that the Treble Honor Chorus will pay for its self from fees and other sources. It is anticipated that TMEA will receive a reasonable amount of income from producing this program but this program should be implemented so that TMEA will not absorb any financial loss.

D. The TMEA State Music Conference - The state music conference shall be managed by an appointed manager who shall run the conference as directed by the Board and within the budget as approved by the Board.

Income to produce the state music conference shall be generated from: 1) registration fees, 2) exhibit fees, and 3) other sources so that the event can be self-supporting.

The Conference Manager has an ex-officio (by his/her office) position with the Board of Directors and will be invited to all meetings of the Board. The Conference Manager has no voting privileges but will receive all relative board correspondence.

VI The Tennessee Musician Magazine and other official publications - The TMEA Editor is the director of the association's publications and answers to the TMEA Board. The Editor will assist with coordinating information for the TMEA web site and will work within the budget as set by the Board. The Editorial Board, appointed on rotating years by the President, shall advise and direct the Editor.

Six dollars of each member's dues shall go to the production of the magazine.

VII The business operation of the association is supported by the portion of the MENC/TMEA dues designated by TMEA as the state's portion. Current state dues are listed above under "I. Membership Dues."

Membership dues from Tennessee members provide support for meetings and communication of members of the board and council, officers' transportation and business expenses, business expenses related to normal operation of the association, and any other necessary costs approved by the TMEA Board.

XI Policy approval and normal business operations - The members of the Board of Directors approve policy in all matters pertaining to the administration and affairs of the Association. However, for the day to day operations of the Association and for situations when it is not feasible to solicit input from the full Board, the officers may act in behalf of the Board.

This manual was revised August 16, 2007.