

West Suburban ISMTA Handbook



September, 2012

www.wsismta.org

WEST SUBURBAN ISMTA CONSTITUTION

ARTICLE I-NAME

The name of this organization shall be West Suburban (Chapter), Illinois State Music Teachers' Association affiliated with Music Teachers National Association, Inc. ("MTNA"), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II - OBJECT

The objects of this Local Association shall be to raise the standards of music teaching and to encourage and promote the cause of good music.

Section 1. Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to MTNA.

ARTICLE III - MEMBERSHIP

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of the West Suburban (Chapter) Illinois State Music Teachers Association, hereinafter designated as West Suburban ISMTA or as the Association, and must be consistent with the membership classifications provided in the Bylaws of MTNA.

Membership shall consist of two classes:

- a. Active: Teachers actively engaged in professional music training.
- b. Associate: All persons not professionally engaged in music training who wish to support the program of the Association.

Section 2. Membership dues shall be approved by the Board of Directors and approved by the membership of West Suburban ISMTA.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as may be prescribed in the West Suburban ISMTA Bylaws.

Section 4. All members of this Association eligible for Active or Student membership in MTNA must hold membership in MTNA.

ARTICLE IV – OFFICERS

Officers of the association shall be a President, the immediate past President, First Vice-President in charge of Programs, Second Vice-President in charge of Publicity and Historian, Third Vice-President in charge of Membership, Secretary, and Treasurer. The manner of election and the duties of each officer shall be defined in the West Suburban ISMTA Handbook.

ARTICLE V – BOARD OF DIRECTORS

Section 1. The Board of Directors shall be composed of the officers named in Article IV as well as those who are appointed by the President. The other board members are listed in the bylaws along with a description of their responsibilities. This Board of Directors shall determine policies of the Association by actively pursuing the purposes of the Association within the limits of the Constitution and Bylaws. It shall have discretion in the disbursement of all funds of the Association.

Section 2. In order to transact business, the President and a quorum consisting of a simple majority of the Board of Directors must be present.

ARTICLE VI – MEETINGS

Section 1. Meetings of the Association shall be held at such time and place as are decided upon by the Board of Directors of the Association, but they shall be guided by the wishes of the membership. They will be held monthly from September to May.

Section 2. One-third of the active members of the group present will constitute a quorum for transacting business.

ARTICLE VII – AMENDMENTS

Section 1. This Constitution may be amended at any business meeting of the Association by a 2/3 vote of the active members present and voting, the proposed amendment having been submitted to the members at least thirty (30) days prior to the voting.

Section 2. All amendments must be consistent with Article II of this Constitution and a copy of same must be reported to the Executive Director of MTNA before approval.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. A nominating committee of 3 members shall be appointed by the Local Association President.

Section 2. No member shall hold the same office for 2 consecutive terms. However, a member may be elected to the same office after serving a partial term by election or appointment.

Section 3. The nominating committee shall submit a slate of officers for a 2-year term at the February meeting. President, First Vice-President in charge of Programs, and Third Vice-President in charge of Membership will be elected in odd-numbered years. Second Vice-President in charge of Publicity and Historian, Secretary and Treasurer will be elected in even-numbered years.

Section 4. Election of officers shall take place at the March business meeting. A quorum must be present, and a majority vote is necessary to elect. If there is only one nominee for each office, the vote may be by acclamation.

Section 5. In the event that the President is unable to fulfill his/her duties or moves from the Local Association, the First Vice-President shall assume the office of President and appoint a First Vice-President for Programs for the duration of the term. If any other officer leaves or is unable to perform his/her duties, the President will appoint a successor.

ARTICLE IX - BERKLEY-PENDELL PINAO COMPETITION FUND

Section 1. In 1986, sister ISMTA chapters established the Berkley-Pendell Scholarship Fund ("Fund") in honor of the founding members of the original chapter, Helen Berkley of Winfield and Verona Pendell of West Chicago. Currently the following ISMTA chapters sponsor and participate in the Fund's activities: West Suburban (original chapter), Joliet, Naperville, Salt Creek, and Waubensee Valley (the "Participating Chapters").

Section 2. The purpose of the Fund is to encourage and promote the cause of good music and meet the objects listed in Article II. The Participating Chapters shall jointly sponsor and conduct an annual competition for musicians who are students of members of the Participating Chapters. The guidelines for teachers and students are listed in the handbook. The winners of each division shall be awarded cash prizes, may be invited to perform at a meeting of one of the chapters, and receive other honors and recognition as may be deemed appropriate from time to time.

Section 3. The winner's prizes, judges' fees, and other miscellaneous expenses incurred in running the contest shall be paid from the Fund. The sources of income of the Fund are anticipated to be the competition participants' registration fees, contributions from Participating Chapters, contributions from individuals and other interested parties, and interest and other investment income earned on the Fund's balance.

Section 4. The Treasurer of the Fund shall be an Active Member of the West Suburban ISMTA Chapter. In the event a Participating Chapter is dissolved or ceases to participate in the Fund, all assets of the Fund shall remain under the control of the remaining Participating Chapters, and no part of the Fund shall revert to any chapter that no longer participates. In the event of the dissolution of all of the Participating Chapters, any balance remaining in the Fund after payment of outstanding debts shall be contributed to MTNA.

POLICY

Section 1.

It is the policy of our Local Association not to pay fees to persons presenting programs for regular meetings. Travel expenses and honorariums are allowed.

Section 2.

Active members may participate in all events sponsored by the Local Association. Guidelines and requirements for each event must be followed.

Section 3.

It is the policy of our Local Association not to allow children to attend meetings or workshops.

MEMBER OF THE YEAR

One member from each Local Association in the state is recognized annually and presented an award at the ISMTA Convention banquet in the fall. The purpose of this award is to recognize service to the Local Association and ISMTA, dedication to making music either through teaching, performing or both, and devotion to the cause of music in general. The election takes place annually at the May meeting.

FUNDS

THE BERKLEY/PENDELL SCHOLARSHIP FUND

In 1986, the certified teachers in four Local Associations established a scholarship fund in honor of our two founding members, Helen Berkley of Winfield and Verona Pendell of West Chicago. The purpose of this fund is to provide ongoing financial support for the Scholarship Contest, which is held each spring. The contest is sponsored jointly by the Naperville, Salt Creek, Waubensee Valley, and West Suburban Local Associations.

The Berkley/Pendell Scholarship Fund contains monies raised each year from entrance fees from the annual Scholarship Contest and other contributions. This fund is the working fund from which prize money, judging fees, and expenses relating to the Scholarship Contest are drawn.

The Treasurer of the Berkley/Pendell Fund is to be a member of the West Suburban ISMTA group. In the event of dissolution of any of the Local Associations, the fund will remain with the West Suburban ISMTA since it was the original Local Association founded by Berkley/Pendell in 1961.

A tax-deductible contribution to this fund can be made by sending a check made out to "Berkley/Pendell Fund" and mailing it to the treasurer of the Joint West Suburban Area Group. (See Directory for name and address.)

DESCRIPTION OF BOARD-MEMBER OFFICES

PRESIDENT

The President will conduct all meetings, appoint the Coordinators of all committees and other Board members and coordinate dates and locations for business meetings, Achievement in Music examinations, recitals and other events of the Local Association.

The President will gather all pertinent material for the Directory from the First Vice-President, the Recital Coordinator, the Achievement In Music (AIM) Coordinators, the Membership Coordinator, Workshop Representative, Performance Group Coordinator, Scholarship Contest Representative, Teacher Information Exchange Coordinator and any other events and will give this information to the Directory Coordinator. The President will proofread the Directory before its publication.

The President is to attend the State Board meetings, which occur twice a year, one of which coincides with the State Conference. Compensation shall be made for conference fee, transportation and lodging upon submission of an expense account voucher. If unable to attend, the President may appoint a representative who is on the board. The President or representative will also attend Joint Chapter Board meetings.

FIRST VICE-PRESIDENT for PROGRAMS

The First Vice-President will preside in the absence of the President and serve as Program Coordinator for monthly programs. A listing of programs should be submitted to the State Newsletter editor and the State Vice President for Local Associations as soon as programs for the year are set. In addition, a written description suitable for publication of each program must be sent to the Newsletter Editor and the Second Vice-President in time for their monthly deadlines.

SECOND VICE-PRESIDENT for PUBLICITY and HISTORIAN

The Second Vice-President shall preside in the absence of both the President and First Vice-President. The Second Vice-President will be in charge of publicity and will maintain the history of the organization.

THIRD VICE-PRESIDENT IN CHARGE OF MEMBERSHIP

The Third Vice President in charge of Membership maintains the membership list of paid members as provided by MTNA. This list is to be given to the Directory Coordinator by his/her deadline. The Membership VP keeps attendance charts for meetings, maintains membership records, and notifies members who have not paid dues by July 1. He/she assists potential members in the application process and introduces guests at the monthly business meeting. This Coordinator is responsible for delivering Directories and Handbooks to new members and keeping Directories of the Joint West Suburban Chapters on hand. He or she also sends address or phone number changes plus additions or deletions from the membership list to the Newsletter Editor for inclusion in the Newsletter.

RECORDING SECRETARY

The Recording Secretary shall keep the minutes of each board meeting and regular business meetings and shall maintain files of minutes of previous years.

TREASURER

The Treasurer shall be the retainer of the funds of the Association and shall keep a record of all bills and receipts in books belonging to the Association. The Treasurer shall pay bills from those funds when so authorized by the Board or the membership body. The Treasurer shall give a financial report at each business meeting. The Treasurer is also responsible for filing an "e-postcard" to the IRS each year.

BOARD

The Board shall include the elected officers, the Coordinators of each committee, the Newsletter Editor and others in charge of group events. The immediate past President shall be a member of the Board and act as consultant. Following is a general description of board positions and duties as they have evolved from the time of the adoption of the original by-laws to the present time. All positions are two-year terms. *All Board members are expected to attend both the spring and fall Board meetings and submit a written report summarizing the fulfillment of their position at the spring Board meeting.*

BERKELY-PENDELL COMPETITION REPRESENTATIVE

The Scholarship Contest Representative is responsible for providing and distributing current forms and eligibility requirements to teachers entering students in this Joint West Suburban Area event. (Teachers interested in this event are advised to request materials early in the academic year as requirements may change from year to year.)

CERTIFICATION COORDINATOR

This Coordinator maintains the forms, flyers, pamphlets and lists pertinent to certification. He/she coordinates information to the general membership from the National Certification Committee. If possible, this Coordinator attends the meeting for Certification Coordinators at the yearly State Convention. This Coordinator oversees requirements for national certification.

DIRECTORY COORDINATOR

The Directory Coordinator prepares the Directory so that it is published in time to be available at the September business meeting. He/she gathers all pertinent information, prepares the final copy, and submits it to the President and Membership Coordinator for proofreading before publication. He/she takes this copy to be printed and distributes copies to the Membership Chair for distribution to members and to the President for the August or September Joint Board meeting.

HOSPITALITY COORDINATOR

The Hospitality Coordinator is to provide refreshments for the monthly meetings and AIM Examinations as needed. He/she may be asked to assist with refreshments at any Joint Board Workshops. He/she may also be asked to provide cards or other expressions of care and concern to our membership.

MAILING COORDINATOR

The Mailing Coordinator receives the Newsletter from the Newsletter Editor and takes it to be duplicated. He/she then collates, staples, addresses, stamps (first class mail) and mails it two weeks before the monthly meeting to those members who prefer to receive a hard copy in place of or in addition to the emailed newsletter. He/she also provides copies of the Newsletter as requested for the Membership Coordinator and Newsletter Editor.

MONTHLY MUSIC COORDINATOR

This Coordinator plans introductory music for each monthly meeting by contacting various teachers and inviting students (or teachers) to perform.

NEWSLETTER EDITOR

The Newsletter Editor prepares the monthly Newsletter for publication by collecting necessary information from various committee coordinators, updating the current calendar of events, typing the final copy and emailing it to the membership. The hard copy version is given to the Mailing Coordinator for distribution. This person also passes on email announcements to the membership.

RECITAL COORDINATOR

The Recital Coordinator plans the recital dates, asks members to act as monthly recital coordinators (or may coordinate recitals themselves) and advises the Local Association President of these names and dates. The monthly coordinators are responsible for accepting fees from students and preparing the program for printing.

TEACHER IDEAS and POINTERS (T.I.P.) COORDINATOR

This coordinator arranges for fellow members to share a teaching idea or favorite music suggestion (5-minute limit) at the beginning of each monthly meeting.

TEACHER INFORMATION EXCHANGE (T.I.E.) COORDINATOR

This Coordinator plans the dates and locations of Teacher Information Exchange meetings and advises the Local Association President in time for the publication of the Directory.

TEACHER PERFORMANCE COORDINATOR

This Coordinator plans the dates and locations of Teacher Performance Groups and advises the Local Association President in time for the publication of the Directory.

TEACHER REFERRAL SERVICE COORDINATOR

This Coordinator will assist students looking for teachers in their areas as well as helping member teachers looking for students. Members who have openings for students are asked to fill in the enclosed Teacher Referral Service Form and to send it to the Teacher Referral Service Coordinator (see Directory for name and address) and to keep this Coordinator informed of any changes in this information. Teachers may also submit their contact information to our Website Coordinator (listed in the Directory) to be placed in the 'Find a Teacher' section of our website.

WORKSHOP COMMITTEE REPRESENTATIVE

The Workshop Committee Representative works with the Joint Workshop Coordinator and representatives from the other chapters in planning all aspects of a workshop. Shared duties of the Joint Workshop Coordinator and his/her committee members include making the contacts between the featured guests and the site for the workshop, setting of the fees for the workshop, and saving receipts of all expenses for the Joint West Suburban Area Group Treasurer. The representative assists with refreshments for the workshop as needed.

ORGAN SYLLABUS COORDINATOR

This Coordinator plans, schedules and oversees the Organ Syllabus Examinations. He/she locates an appropriate site for the Exam and discusses common concerns with organ teachers.

VOICE SYLLABUS COORDINATOR

This Coordinator acts as a resource for teachers with specific questions about requirements for vocal examinations, which take place on the same date as the Performance Syllabus (AIM).

WEBSITE ADMINISTRATOR

The website Administrator provides and updates information on the chapter website as needed.

THEORY/PERFORMANCE ACHIEVEMENT IN MUSIC (AIM) COMMITTEES

CO/COORDINATORS

After receiving AIM Examinations from the State Chairs, these Coordinators proofread and duplicate the exams, oversee the distribution of necessary materials, supervise committee members, write articles for the Newsletter, and arrange for meetings to train judges. They oversee all aspects of the examinations until final make-ups are given and state reports are completed.

OFFICE COORDINATOR

This Coordinator is responsible on the day of the exam for overseeing the smooth running of the office including scoring exams, recording scores and distributing completed exams to teachers. This coordinator also orders the pins from the state.

REPERTOIRE CHECKER (Performance only)

This person receives the student repertoire forms, checks them against the AIM Repertoire List and other contest lists, and notifies teachers if the repertoire is not appropriate.

SCHEDULERS

Using enrollment data, the Schedulers plan the student and judging schedules, make the room charts, and coordinate the student list with other committee members.

MENTORING COORDINATOR

This person matches teachers new to the AIM program with mentors who will advise and guide them in preparing their students for the exams and preparing to judge.

ACHIEVEMENT IN MUSIC (AIM) EXAMINATIONS

The ISMTA Achievement In Music Program is a graded examination consisting of 12 levels (1A, 1B, 1C, 2 - 12). It is designed to measure musical growth in theory, technical skills (scales, chords, etc.), sight reading, harmonization, and transposition. Syllabus programs provide a way to evaluate student progress and are designed to motivate and encourage students to improve.

The AIM Syllabus and related teacher and student materials can be ordered from the ISMTA office using the form in the State Newsletter or on the State website at ISMTA.org.

Requirements for entering students are:

1. Every teacher entering students in the AIM Examinations must be a member of MTNA.
2. All teachers entering students must attend two complete business meetings and programs before the Performance Exam.
3. All teachers entering students must judge or work in the office a specific number of hours.
4. All teachers entering students must attend a complete judging session for both Theory and Performance Examinations.

Every student entering Levels 3 through 12 will be required to take a Theory Examination on a specified date. A passing grade on the Theory Examination is required in order to take the Performance Examination. There is no separate Theory Examination requirement for Level 1A, 1B, 1C and 2 students.

See your Directory, Newsletter or the WSISMTA Website for:

1. Date for theory examinations
2. Date for performance examinations
3. Deadline for entries, and specific instructions for each examination
4. Fees for the examinations

PLEASE NOTE! - All forms from previous handbooks are obsolete. Enrollment for each exam must now be completed via our online enrollment forms. Links for the enrollment forms, a sample enrollment letter, and repertoire forms may be found on our website at wsismta.org. Notify the coordinators of your intent to participate to receive all communications from them.

No enrollments will be accepted by telephone. No late enrollments will be accepted. Time requests are limited to morning or afternoon. Students from the same family will be scheduled as close together as possible, so please indicate siblings on the application form.

All fees for Levels 3-12 should be submitted in the form of one check from the teacher to WSISMTA prior to the Theory exam, and fees for Levels 1A, 1B, and 1C and 2 should be submitted prior to the Performance exam.

AIM MENTORING PROGRAM

The AIM Mentor Program was instituted in 2008 by the WSISMTA Board in order to encourage greater participation by teachers new to the program, guide them in the successful preparation of their students, and most importantly encourage the highest level of preparation and understanding for first time judging and scoring of the exams by each teacher.

Any teacher participating in AIM for the first time should contact the Mentoring Coordinator to be matched with a mentor.

GUIDELINES FOR MONTHLY RECITALS

Background

The West Suburban Association of ISMTA holds a recital, generally on the first Sunday of the months October through May, for students of the membership. Our recitals are held at a time and location specified in the Directory. All recitals are open to the public.

The length of the recital is held to 45 minutes of music or a total of 15 participants. If enough entries are received, two recitals may be scheduled on the same day. If there is insufficient enrollment, recitals are subject to cancellations, and the teacher will be informed. If there are questions, call the Recital Coordinator.

Procedures

Entries are to be submitted on the Recital Application Form supplied in this Handbook and sent to the monthly recital coordinator listed in the Directory along with the fee. A separate fee is due for each member in a duet. If the recital is cancelled, the student may register for a subsequent recital without paying.

All applications must be received by the deadline date listed in the Directory. No entries will be accepted after the deadline, and no telephone calls are accepted. If an entry form is incomplete or inaccurate, it will be returned to the teacher.

Music selected for recitals should be from the AIM Repertoire List or works that are in the spirit of AIM repertoire. Musical selections must be original compositions, in their original form, not transcriptions or simplified arrangements. Folk songs or pop music are not allowed.

A teacher may submit a total of 15 minutes of music, but not more than 4 students from one studio may participate on any one recital.

If the same piece is submitted by two students, the first one received is scheduled. The second will be rescheduled for the following monthly recital, or another piece may be chosen by the teacher. The teacher will be contacted with this change.

All music except ensembles must be performed by memory.

Performers may not be more than 18 years old or a senior in high school.

Students are expected to be instructed in stage decorum and performance attire.

Performers and their parents are expected to remain for the entire recital.