

## COLORADO MIDDLE ALL STATE CHOIR GOVERNING BOARD BYLAWS

Colorado Middle All State Choir is an organization that serves 7<sup>th</sup> and 8<sup>th</sup> grade students in developing choral music audition procedures and performance practices. The “Middle School” designation shall include any seventh and eighth grade student, as well as any ninth grade “Junior High” student. These students are from middle schools around the state of Colorado that their music director is a member of the Colorado Music Educators Association. Colorado Middle All State Choir exists as a “committee” of the Colorado Music Educators Association, whose purpose is to enhance the experience offered in a choral music education program to the highest levels possible. This organization provides an audition opportunity for any 7<sup>th</sup> and 8<sup>th</sup> grade students that are in "good standing" and involved in their school choral music program, as well as a two day festival and concert performance for those selected from the audition process.

Each year approximately 200 schools around the state register students for auditions totaling approximately 2,000 students. After auditions have taken place in the fall, approximately 500 students are selected from the top scores and teacher recommendations to sing in the Colorado Middle School All State Men’s, Women’s and Treble Choir event. Different well-known Guest Choir Conductors are hired from around the country and abroad to conduct each of the choirs during the festival. The festival concludes with an evening performance at the location of the rehearsal space. Many teachers around the state volunteer numerous hours to process audition results, to select Guest Choir Conductors and organize performance music, to organize hotel and performance facilities, to organize rehearsal and performance schedules for the two day festival. Students and staff are able to learn to prepare for auditions that support the high school experience. In addition, they are given an experience that supports state and national music standards and provides an opportunity to grow aesthetically and emotionally.

### ARTICLE I NAME AND AFFILIATIONS

- Section 1: The name of this governing board is “Colorado Middle All State Choir Governing Board”, hereinafter also designated as CMASCGB or the “Board”.
- Section 2: The Colorado Middle All State Choir Governing Board is a standing committee of the Colorado Music Educators Association
- Section 3: Colorado Middle All State Choir is an independent non-profit educational committee/business.

### ARTICLE II PURPOSE

The purpose of the Colorado Middle All State Choir Governing Board shall be to conduct all affairs and make all decisions associated with the Colorado Middle All State Choir. The Board shall also work to promote and improve the All State Choir experience in Colorado.

### ARTICLE III GOVERNANCE

Board of Directors – The activities and affairs of the Board shall be conducted subject to provisions of these bylaws. All board powers shall be exercised by or under the direction of the executive board. The Board shall be the general policy-making body for Colorado Middle All State Choir and shall be responsible for the budget and all business affairs associated with the Colorado Middle All State Choir performance.

ARTICLE IV  
BOARD OF DIRECTORS

- Section 1: Membership – The officers of this board shall be the Co-Chairs, Co-Chairs-Elect, Secretary, Treasurer, Immediate Past Co-Chairs, Webmaster, CMEA District Governors, and Judging Liaison.
- Section 2: The Executive Board shall consist of the Co-Chairs, Co-Chairs-Elect, Treasurer, Secretary, and Chair Emeritus. They shall have the power to act for the Board in an emergency or between meetings of the Board in accordance with directions established by the Board. All actions of the Executive Board shall be reported to the Board.
- Section 3: The Co-Chairs shall supervise and facilitate the affairs of the Board and the activities of its members. The Co-Chairs shall preside at all meetings and be a voting member of the CMEA Executive Board.
- Section 4: All powers, duties, and responsibilities of Board members shall be set forth in job descriptions written by the Board of Directors.
- Section 5: The Board shall have the power to create and eliminate standing committees as needed to accomplish its duties. The chairs of these shall report regularly to the Board. Membership shall be designated by the Board.
- Section 6: The Board shall have the power to create and eliminate ex-officio positions as needed to assist with functions of the Board. Appointment to these positions shall be made by the Co-Chairs and approved by the Board. Ex-officio members may be asked to attend regular Board meetings in a non-voting, advisory capacity. The ex-officio positions may include, but are not limited to, the following:
- A. Judge Liaison – Head Judge
  - B. Audition Tabulation Specialist
  - C. DEIA Head
- Section 7: The Board of Directors shall hold at least four regular meetings per year. The Co-Chairs shall provide at least ten days’ notice to the most recent address on record for all members. The Co-Chairs may call a special meeting at any time upon ten days written notice delivered as above noted.
- Section 8: A quorum of any meeting of the full Board shall be a majority of its voting members who attend on-site or virtually.

ARTICLE V  
ELIGIBILITY, TERM, AND APPOINTMENT

- Section 1: All persons seeking appointment to the Board shall be active or retired middle/junior high school choral directors, or directors with middle school experience in the state of Colorado.
- Section 2: Board Member Roles
- A. Co-Chair:
    - 2-year term/no limit on non-consecutive terms

- Nominated and voted on by full board
- Attend all board meetings
- Create agendas and lead the meetings
- Steer the CMASC Board in preparation for the upcoming event(s)
- Secure and communicate with clinicians
- Coordinate successful completion of all elements up to the event, including:
  - Rehearsal tracks
  - Repertoire
  - Locations and dates (lodging, rehearsal, and performance locations)
  - Clinicians
  - Auditions
  - Judging
- Provide official communication to directors regarding auditions and the event, both before and after
- Coordinates successful event, and is main point of contact for all situations that arise at the event
- Create schedule, finalized upon board approval
- Lead director meeting at event
- Speak during the concert

B. Chair Emeritus:

- Attend at least 5 board meetings (out of 7 total). October and November are required.
- Support the Co-Chairs as needed to facilitate seamless transition
- Maintain some previous responsibilities of co-chair position as requested
- Provide guidance for CMASC Board
- Assist in supplementary board roles as needed
- Serve on the executive board

C. Co-Chair Elect:

- Continue current position duties
- Observe and ask questions of current co-chairs
- Serve on the executive board

D. Secretary:

- Nominated and voted full board
- Attend all board meetings, either in person or digitally
- Take attendance at meetings and monitor for required number of meetings
- Take accurate minutes for each CMASC Board Meeting
- Forward questions to the correct person as necessary
- Log reception of audition fee checks and online payments (with treasurer)
- Log reception of acceptance fee checks and online payments (with treasurer)
- Log reception of student acceptance forms as well as students declining attendance (with treasurer)
- Contact directors that have not submitted their paperwork
- Contact directors that have student paperwork missing to discern the reason
- This position must include a training year for retirement

E. Treasurer:

- Nominated and voted by full board
- Attend at least 5 board meetings (out of 7 total). October and November are required.
- Liaison to CMEA's Operations Manager
- Keep updated record of current CMASC budget
- Log reception of acceptance fee checks and online payments (with secretary)
- Log reception of student acceptance forms as well as students declining attendance (with secretary)
- Log reception of student acceptance forms as well as students declining attendance (with secretary)
- Reimbursements
- This position must include a training year for retirement

F. Webmaster:

- Nominated and voted by full board
- Attend at least 5 board meetings (out of 7 total). October and November are required.
- Manage website and update as needed
- Create and manage all electronic elements of the audition submission process
- Familiar with Festival Scores (training available)
- Familiar with Google Suite
- Familiar with Finale and recording softwares
- Audition Scripts/Tracks
- Practice Audition Scripts/Tracks
- Design/update program for event
- This position must include a training year for retirement

G. District Governor:

- Attend at least 5 board meetings (out of 7 total). October and November are required.
- Position obtained through application open to all directors in the state.
- Limit of two Governor on the Board per District
- Communicate directly with directors within CMEA District
- Pass along communication from the Co-Chair(s)
- Serve as first point of contact for questions regarding the event
- Manage and update the director contact list as necessary
- Volunteer for specific duties both before and during the event
- Ambassador for Middle School All State

H. Instrumentalist/Accompanist Liaison

- Secures instrumentalists needed for event
- Coordinates payments for instrumentalists
- Helps coordinate instrumentalists at event
- To retire, this position must include a training year for retirement

I. Judging Liaison

- Secures judges
- Trains judges in rubric and festival scores
- Monitors festival scores for irregularities

- Coordinates auditions with accommodations (visually impaired, etc.)
- Reviews disqualified auditions
- Preferred applicant has experience in middle school choir but is not currently teaching in an eligible school
- To retire, this position must include a training year for retirement

J. Audition Tabulation Specialist

- Monitors festival scores for irregularities
- Gathers data on submitted auditions and presents to the board at the November meeting
- Reviews and revises audition rubric
- Reviews disqualified auditions
- To retire, this position must include a training year for retirement

K. DEIA Head

- Advocates for schools/school districts that do not normally audition students to help provide support
- Reviews materials to ensure equity of process
- Develop communication and connect with school districts and directors
- To retire, this position must include a training year for retirement

Section 3: Board members will attend 5 out of the 7 meetings per year; October and November are required, in person, or digitally. Board members shall have no more than 2 communicated absences or 1 uncommunicated absence. Emergencies will be assessed on a case-by-case basis. Communication should be to the co-chairs regarding absence. Board member who does not follow this process will receive a warning email from the co-chairs and their status on the board will become probationary in the following year. If the board member’s attendance does not improve the following year, they will be removed from the board.

Section 4: Nominees for the Co-Chair, Secretary, Treasurer, and Judge Liaison position shall be pulled from the current Board. Choral directors will be notified of vacant positions by acting district Governors, and given the CMASC Board Member application to complete. Co-Chairs will review the applications, create a pool of candidates, and bring it to the board for nominations. Selected candidates will be contacted by the Co-Chairs and their term will begin at the next board meeting.

Section 5: Term of office begins at the August meeting following co-chair approval and goes through the April meeting. Outgoing Governors shall give notice of intent to continue or discontinue in their position the board by the April meeting. Outgoing Secretary, Treasurer, Audition Tabulation Specialist, Webmaster, Instrumentalist Liaison, Judging Liaison, DEIA chair shall give notice of intent to continue or discontinue in their position by the penultimate year of their service.

ARTICLE VI  
ADMINISTRATION

Section 1: The fiscal year for this organization shall be the same as the Colorado Music Educators Association.

- Section 2: The Board may, by resolution, authorize any officer or agent of the Board to enter into any contract or execute and deliver any instrument in the name of and on behalf of Colorado Middle All State Choir with approval of the Board. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Board by contract or engagement or to pledge its credit or to render its liable monetarily for any purpose or in any amount.
- Section 3: All checks, orders for payment, and other evidence of indebtedness shall be submitted to the Colorado Middle All State Choir Chair and Treasurer to be co-signed. All deposits will be submitted and accounted for by the Board Treasurer and CMEA's Operations Manager
- Section 4: It is understood that Colorado Middle All State Choir funding may come from vocal music students, parents, private donations, and/or school funds, and that these funds shall be used solely to enhance Colorado Middle All State Choir student activities unless otherwise approved by the CMASC Board of Directors
- Section 5: It is understood that all financial records of the Colorado Middle All State Choir will be available for public viewing upon request.
- Section 6: It is understood that all tax forms will be submitted yearly as required by the State of Colorado and the Internal Revenue Service.

ARTICLE VIII  
AMENDMENTS FOR BYLAWS

- Section 1: These bylaws may be amended and ratified by no less than a two-thirds vote of the Board present at meetings. Notice of such proposed amendments must be made known to members not less than ten days prior to the voting.
- Section 2: Current bylaws shall be posted on the Colorado Middle All State Choir website.

Created by CMASCGB on December 1, 2012  
Ratified by CMASCGB on August 20, 2022  
Colorado Middle All State Choir