



# **POLICY GUIDEBOOK**

## **Important Note**

This living document records decisions of the governing bodies of the BC Music Educators' Association. Where recorded, information is provided to identify the date and name of the governing body making the decision, where available.

The content of this document combines both guiding principles and strict policies. It is available to members, subscribers, and executive officers of the Association to provide assistance and reference when acting on behalf of the Association.

It is important to note that policies of the BC Teachers' Federation often influence the actions, guiding principles, and policies of the BC Music Educators' Association. For more information, please consult the BCTF Members' Guide, published annually.

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# 1 Annual General Meeting

## 1.1 Constitution (Included in its entirety as Appendix A)

1. The entire constitution shall be available on the BCMEA Website.
2. All constitutional amendments must be approved by the BCTF and then taken to the BCMEA Annual General Meeting for ratification. Proposed constitution amendments shall be published prior to a General Meeting.
3. The Constitution of the BCMEA should be updated regularly. Every PSA must file a copy of its constitution with the BCTF. Every member of the BCMEA Table Officers should also have a copy of the constitution. The BCTF's legal department should be contacted for advice.

## 1.2 Policies Set by the Annual General Meeting

1. That BCMEA membership fees be included in the Conference registration fee (Nov 1968).
2. That the revised constitution published in the 2004 Conference Handbook, be adopted and be effective November 2004 (Feb 2004).
3. That the BCMEA be affiliated with the CMEA (Feb 2003).
4. That the revised constitution, published in the 2001 Conference Handbook, be adopted and be effective February 2001 (Feb 2001).
5. That the revised constitution, published in the November 1992 Newsletter be adopted and be effective February 1993 (Feb 1993).
6. That the Chairperson or delegate of a Local Specialist Association be empowered to attend executive meetings as a local initiative and not at the expense of the BCMEA; also that the Chairperson or delegate act as corresponding member of his or her local to forward their minutes and receive the BCMEA executive minutes (Nov 1974).
7. That the BCMEA membership fees will be as follows: (Oct 2010)

BCTF Member	\$60.00
Non-BCTF	\$87.92
Student/Retiree/TOC	\$36.00

### **1.3 Policies and Procedures for Annual General Meetings**

1. The BCMEA President and Treasurer shall present a written report at the Annual General Meeting.
2. All reports shall be available to members attending the Annual General Meeting.
3. A synopsis of the minutes of the Annual General Meeting shall be published in the Fall BCMEA Journal and also in the Conference Handbook.
4. Robert's Rules of Order shall apply.
5. An Annual General Meeting shall be called at least once every year at the Conference and whenever else deemed necessary.
6. A nominating committee, chaired by the Past-President or delegate, shall be formed prior to each Annual General Meeting and shall present a slate of officers to the AGM. Nominations from the floor also to be accepted.
7. The President shall determine membership of the Nominating Committee.
8. That members be asked to sign in with their names and District numbers as they enter the AGM.

## **2 General Policies Set By Executive Committee**

### **2.1 Publications**

1. The BCMEA shall publish Journals (The BC Music Educator) and e-newsletters as necessary. (June 2018)
2. The BCMEA shall maintain a general website and a conference website.
3. The BCMEA shall employ a webmaster to update and maintain the BCMEA website; the content will be provided by the executive and membership. (June 2014)

### **2.2 Affiliations**

1. Membership in the BCMEA includes membership in the CMEA through affiliation.

- a. The BCMEA President shall be BC's official representative to the CMEA Board with budget for travel.
    - i. The President may appoint a designate from within the Table Officers if they are unable to attend or is a sitting member of the CMEA Elected Board. (June 2018)
  - b. The BCMEA shall exchange copies of all publications with the CMEA Publications Coordinator.
  - c. The BCMEA shall submit names for CMEA sub-committees when requested to do so.
2. The BCMEA shall maintain informal affiliation with the following:
- BC Band Association
  - BC Orff Chapter
  - BC Choral Federation
  - BC Kodaly Society of Canada
  - Coalition for Music Education in British Columbia
  - The Coalition for Music Education in Canada (June 2014)
  - MusiCounts (June 2018)
  - Vancouver Symphony Orchestra (June 2014)
  - Vancouver Opera Society (June 2014)

Representative of affiliated organizations should receive copies of our publications through the BCTF complementary list.

- 3. In order to facilitate communication with the BC Coalition and the Canadian Coalition for Music Education the BCMEA invites a representative from the BC Coalition to attend its executive meetings at the expense of the Coalition.

### **2.3 BCMEA as a BCTF PSA**

- 1. BCMEA shall establish contact with all professional committees of the BCTF and other PSAs through active membership in the PSA Council.

## **2.4 Budget**

1. The budget shall be prepared by the Treasurer in consultation with the Table Officers and then be ratified by the Table Officers before September 30th.
2. The budget shall be submitted to the BCTF in accordance with their deadlines.
3. The budget shall be prepared in accordance with BCTF Budget Guidelines.

## **2.5 Curriculum**

1. BCMEA shall make recommendations on curriculum to the Ministry through the BCTF and PSA Council.
2. BCMEA shall respond to any call for input to revise or initiate music curricula.
3. BCMEA helps its members with suggestions, materials, and encouragement with new approaches.
4. BCMEA shall foster communication between members with respect to curriculum issues in music education.
5. BCMEA provides access to NAXOS on-line streaming library.  
**Username: bcmeaps Password: bcmeaps (June 2014)**

# **3 Goals and Objectives (Subject to Annual Review)**

## **3.1 Mission statement**

1. The BCMEA is focused on building a caring, collaborative community of passionate music educators through professional development, ultimately for the benefit of students.

## **3.2 Goals**

1. To advocate for universal, sustainable and accessible music education.
2. To support the goals of a comprehensive quality education as defined by the BCTF.
3. To promote excellence of music instruction in every BC school.



4. To advocate maintenance and expansion of existing music education programs in BC public schools.
5. To provide leadership in and encouragement of professional development.
6. To encourage the creation and development of affiliated Local Specialist Associations.
7. To encourage all teachers of music to become active members of the Provincial and Local Specialist Associations.
8. To foster an understanding of and an appreciation of music.
9. To support BCMEA members in implementing the redesigned curriculum. (June 2018)
10. To facilitate an exchange of information within the association, and between the membership and other music/arts organizations, relevant professional organizations, and government agencies.
11. To support members in implementing instruction that embraces aboriginal perspectives and world views that is culturally relevant and appropriate. (June 2018)

*Executive Committee, June 2018*

### **3.3 Objectives**

1. Outreach and Communication:
  - a. To continue to encourage and build membership in the BCMEA, including student chapters.
  - b. To engage affiliate Local Specialist Association representation from every school district.
  - c. To establish regular communication channels with Local Specialist Associations.
  - d. To establish and develop relationships with a broad spectrum of music industry partners.
  - e. To continue to recognize music educators, administrators, and music industry leaders through professional awards.

2. Service:

- a. To maintain and expand the provision of services that support classroom instruction and professional development.
- b. To continue to update the BCMEA administration processes.
- c. To continue to update and expand the online services at the Association website - <http://www.bcmusiced.ca>
- d. To advocate, support and collaborate with present and future conference committees.

3. Education:

- a. To build a resource library - this includes online educational resources, archival materials, and policy guides.
- b. To encourage members to submit educational resources.
- c. To create professional development networks for use in locally organized professional development.
- d. To create local and appropriate Indigenous resources for K-12 classrooms across B.C. (June 2018)

4. Advocacy:

- e. To continue our liaison with the Coalition for Music Education in Canada and the Coalition for Music Education in British Columbia and to encourage membership in their organizations. (June 2015)
- f. To remain active in our affiliation with the Canadian Music Educators Association.
- g. To advocate the importance of elementary music specialist training.
- h. To collaborate with partner organizations in support of music education in British Columbia.
- i. To continue our liaison with the British Columbia Post-Secondary Music Forum and to encourage membership in their organizations. (June 2015)
- j. To promote Indigenous cultural practices in British Columbia music education. (June 2018)

### **3.4 Activities**

The following are activities established to achieve the Goals of the Association in 2018-2019.

#### **1. Outreach and Communication Activities:**

- a. Sponsor and operate LSA Executive gatherings at each Conference. (June 2018)
- b. Publish journals and list-serv communications.
- c. Maintain e-mail, phone, and mail communications with members.
- d. To establish a link between LSA Presidents or delegates across the province. (June 2018)
- e. Provide online archival record of journals and correspondence.
- f. To store/transfer secretary and treasurer information onto the BCTF web-server.
- g. To gather and distribute information from around the province, through the listserv, regarding school district budgets and staffing implications with the intent of preserving music education programs.

#### **2. Service Activities:**

- a. Provide access to Naxos Online Streaming Library
- b. Provide Chapter Support Professional Development Grants
- c. Hold an annual Professional Development Conference. (June 2018)
- d. Communication via social media and list-serv to the LSA groups to share Professional Development opportunities in BC. (June 2018)
- e. Further promotion of the BCMEA journal by EBSCO hosting of archived journals.

#### **3. Education Activities:**

- a. Provide scholarships for up to five high school music or music education students pursuing post-secondary education in music; 1 scholarship per BCMEA honour ensemble discipline. (June 2015)
- b. Provide the access of information and promote the use of the Naxos Online Streaming Library as an instructional tool.
- c. Continue to provide the BC Honour Ensembles Program.
- d. To continue to develop resources and music education material for aboriginal music education.
- e. Develop online resources for the TeachBC website. (June 2018)

*Executive Committee, June 2018*

4. Advocacy Activities:

- a. Attend meetings of affiliated partner organizations.
- b. Submit and solicit articles for publication.
- c. Collect articles from conference clinicians for publication in the BCMEA journal. (June 2014)
- d. Continue to solicit delegate representation at table officer meetings from various organizations that have similar goals.
- e. Gather support from stakeholder groups and partner organizations.

*Executive Committee, June 2018*

### **3.5 Evaluation Criteria**

- 1. Membership numbers maintained if not increased.
- 2. Monitor conference attendance numbers.
- 3. Journal submissions will increase.
- 4. Monitor use of online services.
- 5. Monitor activity on the BCMEA social media accounts. (June 2018)
- 6. Collect district updates. (June 2018)

7. Online journal archive available.
8. Invite partner organization attendance at Executive meetings.
9. Participation in advocacy events sponsored by partner organizations.
10. Continue to provide Aboriginal Music Education resources and clinics at the BCMEA conference (June 2018)
11. Make Music education resources and lesson plans available on the TeachBC website

*Executive Committee, June 2018*

## **4 Awards (Recipient List is included as Appendix B with subsections)**

### **4.1 Types of Awards**

1. The BCMEA awards the following awards annually:
  - a. Honourary Life Member (Appendix B1)
  - b. Professional Music Educator Award (Elementary) (Appendix B2)
  - c. Professional Music Educator Award (Middle School) (Appendix B3)
  - d. Professional Music Educator Award (Secondary) (Appendix B4)
  - e. Special Distinguished Service Award (June 2018) (Appendix B5)
  - f. Outstanding Administrator Award (June 2018) (Appendix B6)
  - g. Student Scholarships

#### **4.1.A Honourary Life Member**

1. The title of Honourary Life Member shall be awarded to people who have made outstanding contributions to music education in the Province of British Columbia both in and out of the classroom.
2. All Honourary Life Members shall receive BCMEA membership. (June 2018)

3. Honourary Life Members shall be granted complimentary registration for all BCMEA Conferences.
4. Honourary Life Members shall receive recognition of their award and statement of their contribution to music education in various publications.
5. Honourary Life Members shall receive a framed certificate at the time of recognition.
6. The recognition of the new Honourary Life Member shall take place at the annual BCMEA conference.
7. The Award consists of:
  - a. A certificate.
  - b. Recognition at the annual conference.
  - c. Complimentary registration at BCMEA Conferences.
8. The Honourary Life Membership is awarded to recognize an educator:
  - a. whose life has been devoted to the cause of music education in the school system.
  - b. whose impact has been felt at the provincial level, beyond the confines of the classroom.
  - c. whose service has been beyond the demands of the professional position held.
  - d. who has had an outstanding career as a music educator in the public schools.
  - e. who has actively advanced the cause of music education in the province.
  - f. who has made a contribution to BCMEA.

#### **4.1.B Professional Music Educator Award**

1. Three Professional Music Educator Awards may be given: elementary, middle, and secondary, for notable achievement in the following capacity:
  - a. professional development activities in a district and/or the province.

- b. curriculum development activities in music.
  - c. program development activities in music.
  - d. comprehensive music program of quality.
2. These awards are given to classroom teachers only.
  3. More than one recipient can be named in the same year.

#### **4.1.C Special Distinguished Service Award & Outstanding Administrator Award (June 2018)**

1. The Special Distinguished Service Award may be given to an educator, administrator, or an individual from the general community who has made an outstanding contribution to music education in the province.
2. The Outstanding Administrator Award shall only be given to a school or district administrator.

#### **4.2 Procedures for Awards Committee (Award Evaluation Criteria is included as Appendix C)**

1. An individual or group (i.e. local chapter, staff, faculty or department, executive or committee of BCMEA) may make nominations.
2. The Chair of the Awards Committee must receive nominations by September 15th to be awarded at the annual conference in October.
3. All nominations remain active for three years.
4. The Awards Committee comprised of, and chaired by, Past-Presidents is responsible for screening applications.
5. Final recommendations shall be presented to the Table Officers at the October Table Officers' meeting.
6. Decision is ratified by the Executive Council.
7. A congratulatory motion is made during the Annual General Meeting.
8. The Awards Committee is required to use the Nomination Evaluation Form found in this document and entitled.

### **4.3 Responsibilities of the Chair of the Awards Committee**

1. The Chair of the Awards Committee, checks with the BCMEA President to see if there are any other certificates that need to be ordered, such as retiring Executive members, Conference Chair, Conference Host School, etc. so that all awards and recognitions look similar with appropriate wording, signatures, framing etc.
2. The Chair of the Awards Committee looks after the typography of the awards, framing and delivering the certificates to the appropriate person, e.g.. President, Conference Chair, etc. for the actual presentations at the AGM or whatever function the executive decides would be appropriate.
3. The names of the recipients of these awards shall be circulated in publications such as The BC Music Educator, the BCMEA website, B.C. Teacher, Local newspapers and other BC arts related publications.
4. CMEA Awards presented to BCMEA members at a BCMEA event will be prepared by the BCMEA Awards Chair.

### **4.4 Scholarships**

1. Up to five \$500 scholarships shall be awarded annually to applicants who possess those qualities which best describes the complete musician; are actively involved in prescribed school music courses and the activities of their school music department; and are entering post-secondary studies in music. (June 2018)
2. The Scholarship Chair shall:
  - a. advertise the availability of the BCMEA annual scholarships to a value of \$2500 to British Columbia grade 12 students whose teachers are currently members of BCMEA.
  - b. award the scholarships based on the following criteria as per policy 4.4.1. (June 2014)
  - c. make a standardized application form available on-line.



- d. chair the committee to decide the recipients under the following categories: Concert band, Jazz band, Concert choir, Jazz choir and String ensemble. (June 2014)
- e. authorize payment of scholarship upon receiving proof of fees paid to an institute of higher learning within 10 months (June 2014) of the scholarship being awarded.
- f. provide information to be published in the journal and on the website to recognize the recipients.

## **5 Professional Development**

### **5.1 General Policies**

1. The BCMEA shall offer Professional Development through the annual conference and through workshop grants.

### **5.2 Annual Conference**

1. The BCMEA Conference Planning and Policy Guide shall provide greater detail on the policy for development and organization of the Annual Conference.
2. The chairperson of the Annual BCMEA Conference shall be invited to attend Table Officers meetings with funding.
3. The sponsoring committee receives from BCMEA a start-up grant of \$4000 repayable within 60 days of the conference.
4. The Annual Conference will be held in conjunction with the province-wide professional development day, designated as the PSA Day, in October.
5. The profits of the Annual BCMEA Conference shall be returned to the BCMEA within 120 days.
6. Conference profits returned to the BCMEA shall be deposited with the BCTF.
7. Honorary Life Members shall be able to attend BMEA conference at no cost.
8. The updated Conference Policy Handbook shall be made available to the sponsoring Conference Chairperson(s). (June 2018)

9. All post conference reports and financial statements are to be returned to the BCMEA executive for distribution to the next conference committee and submission to the BCTF.
10. The Conference Committee is directly responsible to the BCMEA executive through the Conference Chairperson(s). (June 2018)
11. Contracts for the Keynote Speaker and Clinicians must conform with the approved contract language in Appendix D.

*(Executive Committee, September 2011)*

### **5.3 Conference Honourarium**

1. This policy reinforces the important value placed on professional development for BCMEA members and honouring those educators who, as volunteers, serve to lead the advancement of our profession.
2. A grant of no more than \$3000 is to be budgeted within the structure of the conference budget. (January 2014)
3. These grant funds shall be disbursed for the purpose of professional development or school program enhancement.
4. Grant funds shall not be disbursed to any person:
  - a. receiving any other remuneration for work relating to conference organization.
  - b. receiving academic credit for volunteer work, where compensation is disallowed by the academic institution.
5. The funds shall be disbursed in two categories as follows
  - a. The Conference Chair shall be allocated up to \$1500 or that amount shall be shared between Co-Chairs. (June 2018)
  - b. The Conference Sub-Committee Chairs shall receive an equal portion of the balance of funds remaining.
6. Funds shall not be issued directly to an individual without submission of a receipt for payment of expenses relating to the purposes identified in item 3 above.
7. If the funds are issued to a school, no accounting is required provided that the recipient school's music teacher applies the funds in a manner relating to the purposes identified in item 3 above.

*(Executive Committee, September 2011)*

## **6 Governance**

### **6.1 Meetings**

1. Reimbursements for executive and other BCMEA travel shall be according to current BCTF rate structure.

2. Local funding for travel shall be obtained whenever possible.
3. Table Officers shall meet five times throughout the school year.
4. The Executive Committee shall meet at least once each year coinciding with the Annual BCMEA Conference.
5. Meeting dates for the year shall be determined and published as far in advance as possible.
6. The agenda and approved minutes will be posted on the website.
7. The general guideline is that no BCMEA member should be out-of-pocket for expenses incurred as a result of Association business.
8. Costs for travel and meals for members conducting Association business should be kept as low as possible.

## **6.2 Table Officers**

1. It is expected that all Table Officers will actively participate in all facets of the BCMEA and be well versed in the routines and background of the organization.
2. The President of the BCMEA is a person who is elected to lead and to represent.
3. The President shall:
  - a. chair executive and general meetings.
  - b. call meetings of the executive and of the general membership (the dates and locations to be arranged for the convenience of those concerned).
  - c. act as an ex officio member of each local chapter of the BCMEA.
  - d. arrange the agenda for meetings of the executive and of the general membership-the agenda should be prepared well in advance of a meeting to allow for adequate contacts with all persons involved in the business.
  - e. appoint special committees as necessary and be an ex officio member of each committee.
  - f. carry out plans set up by previous executive and committees.

- g. act as official representative to outside groups (or name a substitute); report to the membership, commitments or activities that involve the executive or membership.
- h. act as a representative to the PSA council.
- i. the BCMEA shall give full support to the PSA council in its endeavours to preserve the professional aspect of the Federation.
- j. each PSA is entitled to one voting President at every council meeting. Others may attend at our expense or PSA invitation (e.g. leadership training).
- k. the delegate shall attend all the PSA council meetings throughout the year.
- l. the President takes to council meetings opinions and suggestions from the BCMEA, and the President returns with information to report to the BCMEA.
- m. the President may delegate to one of the VP's the task of attending PSAC after having informed the Chair.
- n. act as representative to CMEA.
- o. appoint a nominating committee prior to each general meeting.
- p. present a formal written report at the Annual General Meeting detailing the business of the BCMEA since the last General meeting.
- q. promptly acknowledge correspondence received by the BCMEA or delegate the responsibility to an executive member.
- r. host and chair meetings of the local association officers at the annual conference.
- s. petition and lobby the Provincial Government and/or Ministry on behalf of the association on all matters relating to music education.
- t. maintain close contact with the chairperson of the current year's conference.
- u. maintain contact and support with other "arts" organizations having similar objectives and concerns.

- v. write a President's message for each journal.
  - w. update the policy handbook in June.
  - x. revise and update the BCMEA membership master list.
  - y. ensure that honorary life members are receiving all benefits they are entitled to receive.
4. The past president shall:
- a. attend all executive and annual general meetings.
  - b. be an ex officio member of all committees and editorial boards.
  - c. assist the President if requested.
  - d. be ready and willing to assume any task in an emergency.
  - e. chair the Nominating Committee and conduct the election of officers at the AGM.
  - f. confirm the chair of the Honorary Life Membership Nominating Committee.
  - g. recommend to the Executive and Membership changes in the Constitution and By-Laws.
  - h. liaise with past presidents.
5. The first vice-president shall:
- a. coordinate and attend all meetings of the executive and general membership.
  - b. be an active member of any committee to which he/she is appointed.
  - c. be ready to chair meetings or act as the President's substitute when necessary.
  - d. be ready to assume additional duties as the need arises.
  - e. coordinate and maintain communication with membership (i.e. website, list-serve).
6. The second vice-president shall:

- a. attend all meetings of the executive and general membership.
  - b. be an active member of any committee to which he/she is appointed.
  - c. be ready to chair meetings or act as the President's substitute when necessary.
  - d. be ready to assume additional duties as the need arises.
  - e. serve as a contact for Pro D issues.
  - f. liaise with LSAs and student chapters.
  - g. encourage LSA members to join the BCMEA. (June 2014)
  - h. encourage LSA executive to become executive members of the BCMEA. (June 2014)
7. The secretary shall:
- a. take minutes at every executive meeting and annual general meeting.
  - b. distribute the minutes electronically to all executive members within 21 days. (June 2018)
  - c. respond to emails/questions from the membership.
  - d. email to the BCTF (attn. Records Department) the minutes of all executive and annual general meetings, as well as the annual reports presented to the AGM. (June 2018)
  - e. carry out any miscellaneous duties as directed by the President of the executive.
  - f. maintain a running record for inclusion annually in the handbook.
  - g. maintain a file of past executive minutes.
8. The treasurer shall:
- a. maintain the necessary ledgers and financial statements as outlined in the PSA Handbook provided by the BCTF.
  - b. be consulted on any matters concerning the BCMEA finances.

- c. advise the Table Officers and/or general membership as to how a specific financial concern fits into the overall financial picture of BCMEA.
- d. keep record of income and expenditures by account number (ledger book) for funds held by BCTF.
- e. compare BCTF monthly computer balance sheets with ledgers to ensure accuracy.
- f. compare reserve account monthly statements with ledgers to ensure accuracy.
- g. keep ledgers, bank and electronic files BCTF statements, and miscellaneous files for at least seven years. (June 2014)
- h. have financial statements available to the membership for inspection at any time.
- i. present written Treasurer's Report (income, expenditures, balance) to each meeting of the Table Officers.
- j. publish the June 30th BCTF-prepared statements of previous budget year and current projected budget in Annual Report presented to Annual General Meeting and have these documents available at the AGM.
- k. requisition cheques for BCMEA approved expenses; attach invoice to each requisition.
- l. provide expense forms to Table Officers and Executive members attending BCMEA meetings submit same for reimbursement.
- m. submit all deposits to BCTF when received.
- n. The Treasurer, pursuant to Section 2.4 will prepare an annual budget (in consultation with Table Officers and committee heads) to be presented first to Table Officers and continue to:
  - i. make revisions as necessary.
  - ii. submit on official forms to BCTF by fall deadline.
  - iii. confirm BCTF acceptance.
  - iv. administer as approved.

- v. keep notes during year regarding income or expenses to considered for next budget year.
- o. draft proposals (upon request or when necessary) for BCMEA policy regarding finances.

### 6.3 Additional Leadership Roles

1. The President shall appoint, as required, members-at-large to advise the BCMEA Table Officers on matters pertaining to the complete scope of music education in BC.
  - a. These areas may include instrumental, vocal/choral, and general music in both public and independent schools.
  - b. In addition members-at-large may represent specific duties within the organization including Journal Editor, Honour Ensembles Program Chair, Conference Chair(s), representative of the Coalition for Music Education in BC, Music Education Industry Committee representative, and other portfolios as they arise. (December 2018)
2. The Honour Ensembles Chair, **who** is the liaison person with both the Table Officers and the Conference Committee, **shall and is be** responsible for:
  - a. ensuring that forms and information about the honour ensembles is available on the website and seeing that this availability is advertised.
  - b. ~~create~~ **creating** a team of ensembles co-ordinators to organize each ensemble, assisting where necessary with player selection and recruitment, conductor selection and recruitment, rehearsal and performance venue and equipment and any other necessary support.
  - c. **appointment of Honour Ensemble Coordinators, with consultation, as needed, from the Executive Committee. (December 2018)**
3. The historian/archivist shall:
  - a. maintain the history of the BCMEA by adding pertinent information regarding BCMEA history.
  - b. maintain copies of reports, publications, press releases, etc. in an organized manner (currently being digitized).



4. The Advertising Chair shall:
  - a. act as the representative of the BCMEA in matters pertaining to industry and advertising.
  - b. inform industry of advertising rates and policy and ensures that our sponsors are pleased with their representation.
  - c. advise the conference committee on matters pertaining to industry and especially the marketplace display areas.
  - d. oversee and direct all duties related to advertising for commercial purposes in BCMEA publications.
6. The Scholarship Chair shall comply with Chapter 4.4 of this document in carrying out their duties. (June 2018)
7. The Journal Editor(s) shall:
  - a. determine theme and layouts of publications.
  - b. solicit, collect and edit articles for publication.
  - c. contract a layout and design editor, when a BCMEA member is not able or available to do that work.
  - d. maintain the list of BCMEA Honorary Life Members.
  - e. prepare advertising rate sheets for distribution to potential advertisers and to solicit new advertisers.
  - f. bill advertisers before publication of each issue of the Journal.
  - g. arrange for delivery to the BCTF and members. (June 2018)
8. The Sponsorship Chair shall:
  - a. Procure, develop and maintain relationships with industry sponsors.
  - b. Propose a sponsorship package for review by the table officers at the January executive meeting.
  - c. Manage and maintain a list of the committed sponsors, items and monetary values.

- d. Maintain continual communication as to the status of sponsorship to the conference coordinators and co-chairs. (June 2014)

#### **6.4 Table Officer Meetings**

1. The following timeline will be used for the organization of Table Officer meeting agendas:
  - a. SEPTEMBER
    - i. Table Officer meeting.
    - ii. next year's conference committee chair in place.
    - iii. establishing AGM agenda (including fee structure).
    - iv. Budget approved.
    - v. mid-September deadline for Award nominations to chair of Awards Committee.
    - vi. September 30 deadline for Conference Handbook and Concert program submissions.
    - vii. report to CMEA.
    - viii. submit Per Capita Grant Application with the final copy of the budget for September 30 to the BCTF.
  - b. OCTOBER
    - i. Executive meeting in conjunction with Annual Conference.
    - ii. Annual General Meeting.
    - iii. Table officers meeting. (June 2014)
    - iv. Honour Ensemble performances.
    - v. President or designate attend CMEA AGM. (June 2018)
  - c. NOVEMBER
    - i. CMEA meeting.

- ii. PSAC meeting.
  - iii. mid-November per capita grant funds received.
  - iv. submit membership info from conference to BCTF membership department.
- d. DECEMBER
- e. JANUARY
  - i. Table Officer meeting.
  - ii. January 31 Scholarship and Honour Ensemble information and applications available on web-site.
  - iii. submit membership data and first installment to CMEA. (June 2018)
- f. FEBRUARY
  - i. PSAC meeting.
- g. MARCH
  - i. Deadline for submission of conference session proposals.
- h. APRIL
  - i. Table Officer meeting.
  - ii. call-out in journal for nominations for awards.
  - iii. mid-April deadline for Scholarship and Honour Ensemble applications.
  - iv. April 15 deadline for journal submissions. (June 2018)
- i. MAY
  - i. Final installment to CMEA based on April membership numbers. (June 2018)
- j. JUNE
  - i. Table Officer meeting.

- ii. Discuss Goals & Objectives with budget planning in mind.
- iii. draft budget.
- iv. review Policy Handbook.
- v. Social occasion for members. (i.e. golf)
- vi. PSAC meeting. (June 2018)
- vii. Journal published and distributed to members. (June 2018)

k. JULY

l. AUGUST

- i. BCTF Summer Conference.

2. The Table Officers shall endeavour to hold at least one meeting outside of the Lower Mainland and South Island. (June 2018)

## **6.5 Local Specialist Associations**

1. The BCMEA will maintain and will seek to increase contact and communication with local chapter presidents or local representatives.
2. Recognition of established locals and representatives shall be acknowledged regularly in BCMEA publications.
3. Locals are encouraged to submit reports to the BCMEA on a regular basis.
4. A summary of LSA activity shall be written by the 2nd Vice-President of the BCMEA for each meeting of the Table Officers.
5. All new local chapters receive a copy of “Guide for Local Chapters” to aid in initial organization and recruitment of new members.

## **6.6 Student Chapters**

1. The BCMEA will inform student chapters of our goals, objectives, and activities.
2. The BCMEA will offer a reduced conference rate to post-secondary students that will include full benefits of BCMEA and CMEA membership.

3. The BCMEA will encourage the establishment of student chapters at post-secondary institutions that offer education degree granting programs within British Columbia.

## **6.7 Standing Committees**

1. All committees shall adhere to the policies and constitution of the BCMEA.
2. All committees shall observe the regulations of the BCTF which bind the BCMEA as a Provincial Specialist Association of the Federation.
3. All prospective committee members shall submit an expression of interest for the purposes of appointment, by the coordinating member-at-large. (December 2018)
4. All successful committee candidates shall be appointed by the coordinating member-at-large, for a one-year term, eligible for re-appointment. (December 2018)
5. All committees shall submit their budgets for consideration by May 1st of each year.
6. All committees shall submit written reports to the executive when requested to do so by the executive.
7. All committees shall submit an annual report to the President by August 1<sup>st</sup> of each year.

## **6.8 Past-Presidents' Council**

1. The Past Presidents' Council is to be chaired by the immediate Past-President.
2. The council is to be called upon for unspecified duties by the President as the need arises, such as Awards, Nominations and Facilitators.

# **7 Teacher Education**

1. The BCMEA will continue to lobby to support and expand music education training at the university level.

2. The BCMEA will continue to encourage and support student chapters in our organization from post-secondary institutions and to encourage a closer relationship with post-secondary faculties.

## **8 Programs**

### **8.1.A Honour Ensembles**

1. BCMEA Honour Ensembles are a part of the BCMEA annual conference.
2. The five ensembles are:
  - a. Concert Choir.
  - b. Instrumental Jazz Ensemble.
  - c. String Orchestra.
  - d. Vocal Jazz Ensemble.
  - e. Wind Ensemble.
3. The ensembles shall feature music students from every part of British Columbia and the Yukon Territory.
4. Honour Ensembles are an opportunity provided by the BCMEA to the music students of British Columbia.
5. To be eligible a student must:
  - a. be a member in good standing of their school's music program at the time of audition for and the time of participation in the Honour Ensemble.
  - b. submit an application and audition to the Honour Ensemble Committee.
  - c. be sponsored by a BCMEA member.

### **8.1.B Honour Ensembles Committee**

1. The Honour Ensembles Committee shall consist of a Chairperson and a Co-ordinator from each Honour Ensemble. (June 2018)
2. The Honour Ensemble Chairperson shall:

- a. be considered a member of the conference committee..
  - b. be considered a Member-at-Large of the BCMEA Executive Committee
  - c. be the liaison between the Honour Ensembles Coordinators and the Conference Committee.
  - d. communicate and liaise with the site chairperson, equipment manager, treasurer, webmaster, and publications officer.
  - e. establish timelines for tasks to be done.
  - f. create and administer the Honour Ensembles budget in co-operation with the Conference Treasurer and Chair, and BCMEA Treasurer.
  - g. prepare and endorse conductor contracts, honourariums, and per diems.
  - h. collect equipment lists and program information and forward them to the appropriate Conference Committee members.
  - i. make all travel and accommodation arrangements for Conductors and Coordinators.
  - j. specific duties outlined in the Responsibilities List created by the Honour Ensemble Committee (kept by the Honour Ensemble Chairperson).
  - k. archive materials to pass on to future Honour Ensemble Chairperson.
3. The Honour Ensemble Coordinators shall be responsible for:
- a. auditioning students and creating the ensembles.
  - b. hiring conductors, and hosting them during the conference. (June 2018)
  - c. collecting all forms and fees from students, and sending fees to the Conference Treasurer with a financial statement.
  - d. choosing music in consultation with the conductor, and distributing music to students.
  - e. booking locations for pre-conference rehearsals.
  - f. Facilitating pre-conference rehearsals.

- g. forwarding equipment needs and program information to Honour Ensemble Chairperson.
  - h. archiving materials to pass on to future Honour Ensemble Coordinators.
  - i. managing the budget for the Honour Ensembles which are funded by the fees paid by participating students.
  - j. Adhering to deadlines set by the Honour Ensembles Chairperson. (June 2018)
4. Should there be a surplus of funds in a given year, they will be forwarded from the Conference Treasurer to the BCMEA Treasurer. (July 2015)

## **8.2 Local Leadership Forum**

1. The BCMEA may sponsor a one-day symposium/forum and lunch for the BCMEA executive, music administrators, Post-Secondary Music Education representatives and other stakeholders to discuss common concerns.

## **8.3 LSA Professional Development Grants (Application included as Appendix E)**

1. Professional Development Grants are available to certified LSA's with a current constitution filed with the BCMEA and BCTF.
2. Professional Development Grants are available to certified LSA's through application on a first-come, first-served basis as funds allow.
3. The BCMEA Professional Development Program Grant is designed to help defray costs related to a professional development activity, focusing on the enhancement of music education, organized by a Local Specialist Association within the BCMEA.
4. The LSA chapter president must sign the application and the primary aim of the workshop must be teacher-development as opposed to student-development.
5. This grant is limited to use by members of the BCMEA in a public school district.
6. Application form for the grant shall be submitted to the Treasurer.
7. Applications are welcome at any time, but must be received no less than 30 days prior to the professional development event.



8. The maximum grant will be \$400.00CAD. (June 2018)
9. LSA chapters may only submit one grant application per academic year (September to June).
10. To be eligible for consideration:
  - a. the projected financial statement must be submitted no later than one month before the pro-d event.
  - b. the actual financial statement must be forwarded within thirty days of the completion of the workshop.
11. Grant monies will be awarded to non-profit organizations (e.g. student groups, teachers, LSA chapters) and are not intended to promote for-profit businesses. (June 2018)
12. If the workshop (either through a registration fee or other source of funds) results in a profit, then the application will become ineligible.
13. Applications will be adjudicated as received at the next possible meeting of the Table Officers of the BCMEA.

## **9 Publications & Communications**

### **9.1 Journal**

1. The BCMEA journal shall be named “The BC Music Educator”.
2. The aims of the journal shall be:
  - a. To act as a forum for ideas and as a source of information on trends and new curriculum developments in music education.
  - b. To advise BCMEA members of matters affecting them.
  - c. To promote and advance music education in British Columbia.
  - d. To promote and maintain liaison between elementary, middle, secondary and post-secondary educators.

3. The BCMEA will publish issues of “The BC Music Educator” as determined by the executive (June 2018).
4. The International Standard Serial Number assigned to “The BC Music Educator” is ISSN 0007-0564.
5. “The BC Music Educator” may contain major in-depth articles and shorter articles of a more practical nature; regular columns, profiles and historical articles, a calendar of events, photographs, music and book reviews, product reviews, program notes, speeches, score studies, interviews, and other (June 2018).
6. “The BC Music Educator” shall represent specialty areas such as Orff, Kodaly, Choral etc.
7. “The BC Music Educator” shall provide recognition for music teaching excellence by printing articles on teachers who have make significant contributions to music education in British Columbia.
8. “The BC Music Educator” shall publish (if possible) an up-dated history of the organization, or a historically relevant article on an annual basis.
9. The “BC Music Educator” shall publish the names of the award winner(s) and if possible an article on each winner (June 2018).

## **9.2 Website**

1. The official website of the BC Music Educators’ Association shall be held on the servers of the BC Teachers’ Federation.
  - a. The URL address of the website shall be <http://www.bctf.ca/bcmea>.
2. A second conference website shall be held on an independent server.
  - a. The URL address of the conference website shall be [www.bcmeaconference.com](http://www.bcmeaconference.com).
3. Content of the BCMEA website shall include, but is not limited to:
  - a. Membership Information (joining and renewal).
  - b. Professional Development.
  - c. Programs.
  - d. Publications.

- e. Resources.
- f. Awards & Recognition.
- g. Advocacy Materials.
- h. Contact Information.
- i. Additional information mandated for inclusion by other policies in this document.

*(Executive Committee, September 2011)*

### **9.3 List-serv**

1. List-serv communication shall be distributed to current members of the BCMEA. (July 2014)
2. Information shared on the list-serv shall not include information considered for BCTF members only pursuant to BCTF policy.
3. The list-serv must never be used for commercial purposes or advertising for any purpose beyond activities of the BCMEA.

*(Executive Committee, September 2011)*

### **9.5 Social Media Accounts**

1. The BCMEA holds a Facebook page including current and engaging information about the Association and directs visitors the websites.
2. The BCMEA holds a Twitter account distributing current and engaging information about the Association and encourages the development of a network of supporters and members.
3. The president and vice president shall administrate the Facebook and Twitter accounts.

*(Executive Committee, September 2011)*

## **10 Statement of Beliefs**

### **10.1 Preamble**

The following “Statement of Beliefs” reflects the current positions of the BCMEA on a variety of topics that concern the profession. This document is to be reviewed annually.

The British Columbia Music Educators’ Association, herein known as the BCMEA, is a Provincial Specialist Association of the British Columbia Teachers’ Federation that serves as the provincial voice for music education in the province of B.C. It represents all fields of specialization and all levels within music education. The following statements represent the beliefs, objective and positions of the Association.

## **10.2 The Role of Music in Education in B.C.**

### **1. Access to Music Education**

The BCMEA believes that the arts, specifically music should be at the core of the education of every child. Music education should be included in one of the four fundamental strands of basic education, along with humanities, practical arts and sciences. These four strands of study should be at the core of the education of every child.

The BCMEA believes that the finest possible education in music should be available to every student in the province and that every student should have an equal opportunity to study music. The BCMEA believes that the quality and quantity of music instruction received by a student should not be the result of geographic location, social status, racial or ethnic status, urban/suburban/rural status or parental or community wealth.

The BCMEA believes that every student at every level, K-12, should have access to a balanced, comprehensive, and sequential program of music instruction in school taught by teachers qualified to teach in music.

### **2. Support for Music Education**

The BCMEA calls upon all who share a commitment to quality in education to join together to build upon the significant achievements of B.C.’s music educators and the many outstanding provincial arts programs in place.

The BCMEA believes that in order to achieve our provincial commitment of equal educational opportunity for all, every school and every school system, public or private, should provide adequate financial resources to support music programs. In public schools this support should come from public funds. The music program should not be dependent on funds raised by students, teachers or support groups.

The BCMEA believes that every elementary, middle and secondary school should undertake to implement the specific recommendations of the BCMEA with respect to curriculum, staff, scheduling, physical facilities and materials and equipment.

The BCMEA is in favour of maintaining a balanced curriculum at all grade levels and is opposed to any categorical cuts that would curtail or eliminate important learning experiences for students.

The BCMEA recognizes its responsibility to inform school administrators, parents, and the public of the need for classroom, vocal and instrumental instruction in the schools, the conditions necessary for music education to succeed, and the benefits to be derived from music instruction.

### 3. Objectives of Music and the Educated Citizen

The BCMEA believes that the K-12 music program should be designed to produce individuals who:

- a) develop critical thinking skills through experiences with music.
- b) develop independence, self-motivation, and positive self-image through experiences with music.
- c) practice cooperation in social interactions involved in the creation, exploration, and expression of music.
- d) explore, create and interpret self and the world through the study of music of world cultures.
- e) accept and respect the ideas of others by working together to create, explore, and express through music.
- f) contribute to society through music-related pursuits and careers.
- g) connect knowledge gained through experience in music with all aspects of their lives.
- h) use expressive skills gained in music to convey meaning in all aspects of their lives.
- i) investigate, experience, and gain comfort with emerging technologies that find application in music.

- j) develop discipline and confidence through experiences that demand focused and sustained practice.

#### 4. Music in Early Childhood Education

The BCMEA believes that music should be an integral part of every pre-school program and that pre-school children should have an opportunity to hear, explore and perform music each day.

#### 5. Music and Exceptional Needs (June 2018)

The BCMEA believes that opportunities should be made available to meet the needs of all students. (June 2018)

The BCMEA believes that music therapy provided by a registered music therapist is a valuable component of music education for children with exceptional needs. (June 2018)

#### 6. Continuing Music Education

The BCMEA believes that music education is a lifelong process and embraces all age groups.

### **10.3 Conditions and Expectations for Teaching Music**

#### 1. Requirements

The BCMEA believes that a minimum of 90 minutes per week of the instructional program of every student in every elementary and middle school should be devoted to the study of music.

The BCMEA believes that music classes should be required of all students to the end of elementary or middle school including those who participate in performing groups.

The BCMEA believes that students in middle years should receive instruction in music through music exploratory. Further; students in middle years should have access to instruction in instrumental and vocal music courses.

The BCMEA believes that every secondary school should require at least one course of study in each of the fine arts for graduation and should encourage additional study of the arts.

The BCMEA believes that every college and university should require at least one course in each of the arts and should encourage additional study of the arts.

## 2. Curriculum

The BCMEA believes that the music program in every school should (1) be suited to the needs of the individual students, (2) be developmentally appropriate, (3) reflect the multicultural nature of Canadian and world cultures, (4) be responsive to the requirements of the diverse range of abilities in our schools, and (5) incorporate music with the technology of contemporary society.

The BCMEA believes that the K-12 music program should provide extensive opportunities for composing, performing, improvising, listening, analyzing and making critical judgments about music.

The BCMEA believes that the music curriculum should be outlined in an articulated guide for all levels, all of which should reflect the broad, authentic music experiences people have in the world.

The BCMEA believes that music should be integrated into all of the disciplines of the curriculum however integration must illuminate connections that naturally exist between subjects. Opportunities for integration need to respect the integrity of music as a separate discipline and distinct intelligence.

## 3. Scheduling

The BCMEA believes that music should be taught during the school day as much as possible. There must be sufficient flexibility within the total curriculum and within the school day to provide a balanced program.

The BCMEA believes that credit music classes taught outside the regular school hours are part of the curriculum and constitute a part of a teacher's FTE. (June 2018)

The BCMEA believes that every music teacher should have at least forty minutes during each school day for preparation and students' evaluation.

The BCMEA believes that sufficient travel time should be computed in the teaching load of every music teacher who must move from school to school and/or room to room. (June 2018)

## 4. Staffing

The BCMEA believes that music should be taught by those who have qualifications in music pedagogy. Classroom teachers should reinforce the work of the specialist. (June 2018)

The BCMEA believes that the maximum pupil-teacher ratio in the elementary school music classroom should be not greater than 1:400 in one school, 1:350 in multiple schools. (June 2018)

The BCMEA believes that not all music groups conform to set standards for class size in elementary, middle and secondary schools and music teachers should be provided the flexibility to accommodate appropriate groupings.

#### 5. Materials, Equipment, and Facilities for Teaching Music

The BCMEA believes that every music teacher should be provided with sufficient supplies, current textbooks, printed music, well-maintained instruments and other musical materials with which to teach.

The BCMEA believes that adequate facilities and funding are a necessity for a quality music education. This includes a music room with adequate teaching and storage space, acoustics, ventilation and light. The BCMEA believes that all music classrooms should have access to well-maintained equipment, including a good keyboard, risers, audiovisual equipment, a high-quality sound system and music software and hardware.

The BCMEA believes that the copyright laws of Canada should be adhered to and respected by all music educators and that any violations shall be prohibited in all activities of the BCMEA.

The BCMEA believes that music educators and students should have access to instructional technologies that facilitate the development of music skills and knowledge.

#### 6. Administration of Music Education

The BCMEA believes that every school district should have a designated coordinator, qualified in music, to provide leadership for the music program.

#### 7. Pre-Service and In-Service Education for Teaching Music

The BCMEA believes that standards must be rigorous yet flexible enough to allow admittance to those who demonstrate the potential to be outstanding and effective teachers. Admission to a teacher education program should be based on multiple considerations, including personal, intellectual, musical, and instructional considerations. Admission should also be based on the candidate's potential ability to work with and relate to young people.

The BCMEA believes that pre-service and in-service programs in music education should be designed to help music educators plan and teach music.



The BCMEA believes that every college or university should require every prospective elementary classroom teacher to complete music education pedagogy. The BCMEA believes that at least two semesters of methods and materials for teaching music be provided.

The BCMEA believes that every music educator should be able to participate fully in the work of professional associations, and that schools should provide release time without loss of pay to music educators to attend the professional meetings and conferences of the BCMEA.

The BCMEA believes that peer support should be provided for music teachers during their initial years of teaching by means of a mentoring program.

The BCMEA believes that excellence in music teaching should be recognized and rewarded through annual BCMEA honorary life memberships, professional music educator and special distinguished service awards.

#### **10.4 Current Issues in Music Education**

##### **1. Evaluation of Students, Teachers, and Programs**

The BCMEA believes that every school district should develop reliable, valid and appropriate resources and techniques for evaluating student learning, teacher competence, and program effectiveness in music.

The BCMEA recognizes the interest of school districts in ensuring that the teachers in their schools are knowledgeable, qualified, and competent. At the same time, the BCMEA believes that no valid assessment of the competence of teachers in a specialized field such as music is possible without knowledge and skill in the subject matter itself on the part of those conducting the assessment. For this reason, it is the position of the BCMEA that professional music educators should be actively involved in any program that seeks to evaluate the effectiveness of music educators or to assess competence.

Specifically, the BCMEA believes that:

- a) music educators should be effectively represented on the committees that establish the criteria, materials, and procedures by which music teachers are evaluated.

- b) district wide or province wide programs of teacher evaluation should be modified when necessary to make them reliable, valid, and fair for use with music teachers.
- c) special resources, items, or techniques may be required to evaluate the special competencies needed by music teachers.
- d) the evaluator of a music teacher, or at least one member of the evaluation team, should be knowledgeable in music.

The BCMEA urges that any district undertaking a program that will include the evaluation of music teachers and seek recommendations from the BCMEA or from appropriate BCMEA affiliates as to persons qualified to provide assistance.

## 2. Magnet Schools

The BCMEA does not support the establishment of arts magnet schools or music academies until every school provides access to a balanced program of music instruction for all students. (June 2018)

## 3. Travel

The BCMEA believes that trips by school music organizations should be justifiable on the basis of their educational value to the students. In deciding whether or not to travel, a teacher should consider such factors as (1) the effect of the trip on the students' educational programs, (2) the cost and effort required in relation to the educational value, (3) the age of the students, and (4) the effect of the trip on other aspects of the music curriculum.

## 4. Cooperation with other Organizations

The BCMEA believes that music educators should seek opportunities to advance music education by utilizing local resources and by building partnerships and working cooperatively with other individuals and groups such as: professional musicians, post-secondary institutions the manufacturers of music instruments and equipment, music publishers, school music dealers, arts organizations, and educational associations.

## 5. Federal Programs and Agencies

The BCMEA believes that any federal program or legislation that provides benefits or recognition for students or teachers in designated subject-matter fields should include

music or the arts. This inclusion should apply in all programs concerning research and development; scholarships and loans; loan forgiveness; teacher education; evaluation and assessment; the development or acquisition of instructional materials; teacher, student or school recognition; and other programs.

Adopted by the BCMEA Executive, March 27, 1993

reviewed and re-adopted Jan. 2010

reviewed and re-adopted July 2015

reviewed and re-adopted June 2018

**reviewed and re-adopted December 2018**

Adapted from the National Executive Board, March 1991

Music Educators National Conference, 1806 Robert Fulton Drive

Reston, Virginia, 703-860-4000

## Appendix A



### CONSTITUTION OF THE BRITISH COLUMBIA MUSIC EDUCATORS' ASSOCIATION

*REVISED February 2004*

#### **Name**

The name of the Association shall be the British Columbia Music Educators' Association, hereafter referred to as the Association.

#### **Base of Operation**

The operations of the Association are to be carried on throughout the province of British Columbia but chiefly through the British Columbia Teachers' Federation office, located in Vancouver.

#### **Objectives**

*Objectives are in accordance with BCTF policy 33.06 of the Members' Guide to the BCTF.*

1. To be advocates for a balanced music program in every BC school.
1. To support the goals of a comprehensive quality education as defined by the BCMEA Statement of Beliefs.
2. To promote the concept that the arts, including music, are essential components of a basic education.
3. To promote excellence of music instruction and the concept of a sequential music curriculum in every BC school.
4. To provide leadership in and encouragement of professional development.
5. To encourage all teachers of music to become active members of the association.
6. To foster an understanding of and an appreciation for music.
7. To support and encourage development of chapters and the growth of their district programs and professional union concerns.
8. To facilitate communication within the association.
9. To facilitate communication between the membership and other music/arts organizations, relevant professional community organizations and government agencies.

## **Article 1 – Membership**

The membership year shall be for 12 consecutive months from the date the application is processed at the BCTF.

1. Active membership shall be open to any person who is an active member of the BCTF upon payment of the appropriate PSA fee. An active member shall be entitled to vote and hold office.
2. Associate membership shall be open to any associate member of the BCTF upon payment of the appropriate PSA fee. An associate member shall be entitled to vote and to hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
3. Student Associate membership shall be open to any student enrolled in programs of study in university/college programs leading to certification as teachers upon payment of the appropriate PSA fee. A student association shall be entitled to vote and hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
4. Retired-teacher membership shall be open to any honorary-association member of the BCTF upon payment of the appropriate PSA fee. A student association shall be entitled to vote and hold office in the PSA for positions other than president, vice-president, and representative to an outside agency.
5. Honourary-life membership may be conferred by the PSA. The honorary-life member's eligibility to vote or hold office depends upon his/her BCTF- member status.
6. Subscription is available to an institution or a person who is not a regular, associate, student, retired, or honorary-life member. A subscriber shall not be entitled to vote or hold office. The subscription year shall be for 12 consecutive months for the date the application is processed at the BCTF.

## **Article 2 – Fees and Financial Records**

1. All annual membership/subscription fees shall be established by resolution at each annual general meeting.
2. Student/Retired membership shall not exceed more than one half of the regular membership fee.
3. Financial records shall be maintained by the BCTF.
4. All accounts [excepting conference accounts] are to be held by the BCTF.

## **Article 3 – Officers**

1. The Table Officers conduct the business of the association.
2. The Table Officers of the association shall consist of immediate past- president or designate, president, first vice-president, second vice-president, secretary and treasurer.
3. The term of office of the president shall be for two years, retiring at the Annual General Meeting ending the second of those years, and all other table officers shall be retired at each Annual General Meeting. All table officers shall be eligible for re-election.

4. Elections shall take place at the Annual General Meeting.
5. The Table Officers shall be authorized, when deemed necessary, to appoint to their membership other individuals (members-at-large) with specific responsibilities.

#### **Article 4 – Executive Committee**

1. The Executive Committee shall comprise of the table officers, other appointed members-at-large with specific responsibilities and local chapter presidents.
2. All members of the Executive Committee shall be BCTF members.
3. The majority of the PSA's executive shall be active BCTF members.
4. The PSA's president, vice-president, and outside representatives shall be active BCTF members.

#### **Article 5 – Representation Outside the BCTF**

1. As a recognized provincial specialist association, this association shall conform to the constitution and by-laws and to the policies of the BCTF.
2. Representations shall not be made by the association to any authority or agency outside the BCTF on a matter that is properly the concern of the BCTF without due consent.

#### **Article 6 – Rules of Order**

1. The rules of order are as defined in Robert's Rules of Order.

#### **Article 7 – Meetings**

1. The General Meeting of the association is held at a time and place designated by the Table Officers.
1. General Meetings are to be called at least once a year.
2. The quorum required for Table Officers at the AGM shall be six (6).
3. The quorum required for Executive Committee at the AGM shall be ten (10).
4. The quorum required by membership at the AGM shall be 10%.

#### **Article 8 – Chapters**

1. The Table Officers have authority to recognize local, student and/or regional chapters of the association, to establish the boundaries of local areas and/or regions, and to establish regulation governing the organization of chapters.

#### **Article 9 – Policies and Procedures**

1. The Association abides by the policies and procedures of the BCTF.
1. The Table Officers establish Association policies and procedures as required, such policies are subject to review by the Executive Committee and presentation to a General Meeting.

#### **Article 10 – Constitution**

1. A copy of the Constitution of the association shall be filed at the BCTF office.

2. The Constitution and by-laws may be amended only at an Annual General Meeting or a Special General Meeting passed by a three- quarters majority.
3. At least two weeks' notice of motions to change the constitution shall be given to members.

#### **Article 11 – Examination of Records**

Upon written request to the president of the Association, any member may examine the records of the Association. Regular inspection and auditing of the financial records of the Association will be done as a regular part of the annual audit of the BCTF.

#### **Article 12 – Date of Ratification**

The Annual General Meeting ratified this constitution on Saturday, February 14, 2004.

## Appendix B1 – Past Presidents of the BC Music Educators' Association

1957-58	Sherwood Robson*	1985-85	Fred Turner
1958-59	Lloyd Slind*	1985-87	Doug Dodington*
1959-60	Walter Karen*	1988-89	Heather Gascoigne
1960-61	Evan Davies	1989-94	Leanne Roy
1961-63	Mark Rose*	1994-96	Betty Otke
1963-64	Dr. Allen Clingman*	1996-98	Mark Steffens
1964-65	Pete Kinvig	1998-99	Inez St. Dennis
1965-66	Gar McKinley	1999-01	Allan Anderson
1966-68	Grant Laphorne	2001-04	Kathy Fester
1968-70	Rae Featherstonhaugh	2004-06	David Ennis
1971-73	Ollie Whitcutt	2006-08	Mitch Howard
1973-74	V. Haslin	2008-10	Kathryn Saul-Fowler
1975-77	Dennis Tupman	2010-12	Mark Reid
1977-80	John White	2012-14	Jeff Weaver
1980-84	Peter Stigings	2014-17	Cindy Romphf
1984-84	Dayle Piller		



## Appendix B2 – Honourary Life Members

Ivor Parfitt*	1987 Ollie Whitcutt
Alf Hewson*	1988 Dennis Tupman
Gar McKinley	1989 Rae Fetherstonehaugh
1960 Lloyd Slind*	1990 Peter Stigings
John Leonard*	1991 Dave Dunnet
Sherwood Robson*	1992 John White
1976 Carle Hodson*	1993 Kerry Turner
1976 Jan Chernaivski*	1994 Lorna Griffiths
1977 Fred Turner	2002 Dick Dickens*
1980 Teo Repel*	2004 Allan Anderson
1981 Pete Kinvig	2008 Earl Hobson
1982 Grant Laphorne	2012 Gerald King
1982 Howard Denike*	2014 Darlene Ngo*
1983 Frank Gamble*	
1985 Ray Thompson	

## Appendix B3 – Professional Music Educator Award – Elementary

1990	Donna Otto	2006	Norma Westrom
1993	Joe Berarducci	2007	Bonnie Ishii
1994	Sandra Meister	2008	Bruce Whitelaw
1995	Doug Colpitts	2009	Linda Eterman
1996	Una Fester	2010	Lorraine Jarvis
1997	Leanne Roy	2011	Peter Findlay
1998	Elizabeth Miller	2012	Theresa Fierro and Sandy Murray
1999	Bonnie Smith	2013	Catherine Bayley
2000	Elaine McGauley	2014	Pam Hetrick
2001	Rose Loewen	2015	Maureen Garry
2002	Alice DeRoche	2016	Gail Evans and Janet Kyle-Nordstrand
2002	Margaret Inglis	2017	Judy Carruth
2003	Roxie Giles	2018	Kirsten Rezansoff
2004	Sharon Schermbrucker		
2004	Valerie Barteluk		
2005	Tisia Minichiello		

## **Appendix B4 – Professional Music Educator Award – Middle School**

## **Appendix B5 – Professional Music Educator Award – Secondary**

1991	Bob Rebagliati	2008	Tom Koven
1992	Earl Hobson	2008	Chris Robinson
1993	John Trepp	2009	Jim Sparks
1994	Janet Warren	2010	Greg Falls
1995	Dave Proznick	2010	Sarah Falls
1996	Barry Miller	2011	Dave Stewart
1997	Bryan Stovell	2012	Mike Doogan-Smith and Geoff Par
1998	Dick Dickens	2013	Jill Sparrow-Ng
1999	Eileen Cooper	2014	Janine Webster and Rob Goddard
2000	Barry Eggan	2015	Colin Campbell* and Denise O'Brien
2001	Kerry Querns	2016	Marcia Carmichael
2002	Peter Rohloff	2017	Ronald Davis
2003	Marty Summers	2018	Dale Hillier and Nancy Cox
2004	Gordon Waters		
2005	Peter Taylor		
2006	David Fryer		
2007	Mike Angell		

## Appendix B6 – Special Distinguished Service Award

1990	Dr. Allen Clingman*	2000	Marilyn Kerr
1991	Sandra Davies	2001	Mavis Weston
1992	Frank Churchley	2002	Don Clark
1993	J.J. Johannesen*	2003	Norman Mould
1994	John Stark (posthumously)*	2004	Bob Mullett
1995	Dr. Noel Gantley	2005	Dr. Donna Faye Madosingh
1996	Brian Disterheft	2006	Fred Turner
1997	Marian Owens	2010	Jerry Prussin
1997	Spencer Cotton	2011	Ken Surges
1998	Bill Stonier	2013	Douglas Macaulay
1998	Alex McLeod	2015	David Ennis
1999	Susan Jaffe	2017	Sarah Rhude
1999	Morrie Backun		

## Appendix B7 – Outstanding Administrator Award

1998 Bob Calder

1999 Tarrance Grieve

2000 Deborah Kerr

2001 Clyde Woolman

2002 Peter Bayley

2002 Greg Hartley

2003 Curt Jantzen

2004 Helene McGall

2005 John Gaipman

2006 Dick Dickens

2015 Gerald Shong

2016 Brian Cullinane

2017 Ray Miller

# Appendix C1



## Awards Nomination Form

Please indicate the award for which this form is submitted:

- Honourary Life Member
- Outstanding Professional Educator (Elementary)
- Outstanding Professional Educator (Middle School)
- Outstanding Professional Educator (Secondary)
- Outstanding Administrator
- Distinguished Service

---

CANDIDATE NAME: \_\_\_\_\_

CANDIDATE E-MAIL: \_\_\_\_\_

CANDIDATE PHONE: \_\_\_\_\_

NAME AND ADDRESS OF CANDIDATE'S LOCAL NEWSPAPER:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOMINATOR NAME: \_\_\_\_\_

NOMINATOR E-MAIL: \_\_\_\_\_

NOMINATOR PHONE: \_\_\_\_\_

---

Please attach or submit the following to complete this nomination package:

- Nomination Citation (maximum 200 words)

- Letters of Support
- Statement of Special Contribution to Music Education  
(Distinguished Service and Outstanding Administrator only)

Once complete, please forward the entire package to:

Mrs. Cindy Romphf – BCMEA Awards Committee

EMAIL: bcmea.pastpresident@gmail.com

**Nominations must be e-mailed no later than September 1<sup>st</sup>.**

### **Nomination Questions**

**The following questions should be addressed in the Nomination Citation and Letters of Support.**

1. Describe the Candidate's contribution and dedication to music education locally and provincially.
2. How has the Candidate influenced music education curriculum, professional development, or program development?

### **Additional Question for Outstanding Professional Educator**

1. Provide examples of the Candidate's success in leading a quality music program.

### **Additional Questions for Honourary Life Member**

1. Describe, in detail, the Candidate's contribution to BCMEA leadership, publications, policy, and professional activities (i.e. conferences, LSA leadership, BCMEA committees).
2. How has the Candidate enhanced music education curriculum, instruction, and resources in British Columbia?
3. How has the Candidate provided service to music education beyond the professional position(s) held?

### **Additional Question for Distinguished Service Award and Outstanding Administrator Award**

1. Describe the special contribution this Candidate has made leaving a unique and lasting impact on music education in British Columbia.

## Appendix C2 – Award Evaluation Criteria – Honourary Life Member

CANDIDATE NAME: \_\_\_\_\_

CANDIDATE’S SUPERINTENDENT: \_\_\_\_\_

NAME AND ADDRESS OF CANDIDATE’S LOCAL NEWSPAPER:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Scoring:
- 0 – not applicable
  - 1 – minimal involvement
  - 2 – supporting role/recognized contribution
  - 3 – leadership role/unique contribution

Life devoted to the cause of music education	0	1	2	3
Impact felt beyond the classroom and local district	0	1	2	3
Service beyond the demands of the professional position held	0	1	2	3
Outstanding career as a music educator in the classroom	0	1	2	3
Influence upon the founding, structure, and/or policies of BCMEA	0	1	2	3
An executive member of BCMEA	0	1	2	3
Contribution to BCMEA journals and newsletters	0	1	2	3
Contribution to BCMEA briefs and position papers	0	1	2	3
Chairperson of BCMEA committees, including annual Conference	0	1	2	3



Involvement in music curriculum development and implementation	0	1	2	3
Development of resource materials or lesson aids	0	1	2	3
Sharing of expertise through workshops, in-service, conferences, or consultations	0	1	2	3
Other special contribution (specify)	0	1	2	3

*Note: To be eligible for Honorary Life Member, a score of at least 10 is required for the first four items*

**Appendix C3 – Award Evaluation Criteria – Professional Music Educator Award**

CANDIDATE NAME: \_\_\_\_\_

CANDIDATE’S SUPERINTENDENT: \_\_\_\_\_

NAME AND ADDRESS OF CANDIDATE’S LOCAL NEWSPAPER:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Scoring:     0 – not applicable  
               1 – minimal involvement  
               2 – supporting role/recognized contribution  
               3 – leadership role/unique contribution

Contribution to professional development activity in a district and/or the province	0	1	2	3
Contribution to program development activities in music	0	1	2	3
Contribution to curriculum development activities in music	0	1	2	3
Comprehensive music program of quality	0	1	2	3
Other special contribution (specify)	0	1	2	3
A classroom teacher			elementary	secondary

**Appendix C4 – Award Evaluation Criteria – Special Distinguished Service Award & Outstanding Administrator Award**

CANDIDATE NAME: \_\_\_\_\_

CANDIDATE'S SUPERINTENDENT: \_\_\_\_\_

NAME AND ADDRESS OF CANDIDATE'S LOCAL NEWSPAPER:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Scoring:      0 – not applicable  
                   1 – minimal involvement  
                   2 – supporting role/recognized contribution  
                   3 – leadership role/unique contribution

Outstanding contribution to music education in the province                      0        1        2        3

Special contribution (specify):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Appendix D



**BC Music Educators’ Association Conference 2018, Clinician Agreement**

It is our pleasure to welcome you as a clinician for the BCMEA Conference 2018. The Conference is to be held at the River Rock Casino Resort in Richmond, BC on Friday October 19 and Saturday October 20, 2018.

**\*\*Please ensure accuracy of this document. Please email your coordinator if there is an error and a new document will be forward\*\***

**Upon completion of this document you may email an electronic submission (no signature required) or (if you wish) print and sign a copy for scan to (Choose an item).**

**Contact Information**

**Clinician Name (Last, First): Last, First**

**Email:**

**Phone: ( ) -**

**Fax: ( ) -**

**Cell: ( ) -**

**Address: Street: Unit:**

**City:**

**Province: or State:**

**Postal: or ZIP:**

**Sessions and Scheduling**

**Number of Sessions:**

**Tentative Schedule (Subject to change):**

**Fees and Reimbursements**

Below is the fees, reimbursements, and sundries that the BCMEA and you have agreed upon. Please SELECT “agree” next to the following to indicate that you understand and agree. **Please ensure accuracy; we will not reimburse expenses that are not contractually agreed to. Should you find an error, please email your contact to have a new document forwarded to you.**

**Clinician Fees and Sundries:**

**Travel Reimbursements:**

**Accommodation Reimbursements:**

**To Be Provided by Clinician**

- 1) Please complete the Clinician Session Information Form which your BCMEA contact will email to you by June 1<sup>st</sup> 2018.
- 2) Clinician headshot (jpeg) and Biography (approximately 150 words). Please email to Choose an item.. Please mark “Headshot/Bio: LastName” in the subject line. Please make your picture file at least 1MB or larger.
- 3) A handout for each session you are giving. Please email a file to Choose an item. . Please mark “Handout: LastName” in the subject line. Please indicate if you give permission for us to post your handout on the conference website ([bcmeaconference.com](http://bcmeaconference.com)).
- 4) Optional but desired: A 500 word article for the BC Music Journal highlighting the session(s) you are presenting. This article will be published in the pre-conference edition of the BCMEA journal. Please forward by June 1<sup>st</sup>, 2018 to [risamcdonell@gmail.com](mailto:risamcdonell@gmail.com) or [mmartinbcmea@gmail.com](mailto:mmartinbcmea@gmail.com)  
Please select option:

/DD/2018

---

\_\_\_\_\_  
Signature of Clinician

Date

Please note, should you submit electronically with the “No Signature Required – Electronic Submission” selected, the BCMEA will consider to have reached a formal agreement with you. By selecting the “Signature Affixed Below – Scan Submission”, the BCMEA will consider to have reached a formal agreement with you at time of receipt.

I will not hold the BCMEA, its agents, or officers responsible for payment of fees and reimbursements should the conference be cancelled due to labour disruptions or natural disaster. In this event, BCMEA will endeavor to provide another opportunity to provide clinic sessions in the future.

## **Appendix E1 - LSA Professional Development Program Grant**

1. Professional Development Grants are available to certified LSA's with a current constitution filed with the BCMEA and BCTF.
2. Professional Development Grants are available to certified LSA's through application on a first-come, first-served basis as funds allow.
3. The BCMEA Professional Development Program Grant is designed to help defray costs related to a professional development activity, focusing on the enhancement of music education, organized by a Local Specialist Association within the BCMEA.
4. The LSA chapter president must sign the application and the primary aim of the workshop must be teacher-development as opposed to student-development.
5. This grant is limited to use by members of the BCMEA in a public school district.
6. Application form for the grant shall be submitted to the Treasurer.
7. Applications are welcome at any time, but must be received no less than 30 days prior to the professional development event.
8. The maximum grant will be maximum of \$400.00CAD. (July 2018)
9. LSA chapters may only submit one grant application per academic year (September to June).
10. To be eligible for consideration:
  - a. the projected financial statement must be submitted no later than one month before the pro-d event.
  - b. the actual financial statement but be forwarded within thirty days of the completion of the workshop.
11. Grant monies will be awarded to non-profit organizations (e.g. student groups, teachers, LSA chapters) and are not intended to promote for-profit businesses. (June 2018)
12. If the workshop (either through a registration fee or other source of funds) results in a profit, then the application will become ineligible.

13. Applications will be adjudicated as received at the next possible meeting of the Table Officers of the BCMEA.

## Appendix E2

### LSA Professional Development Program Grant



#### A. EVENT INFORMATION

Workshop Title (*attach detailed description*): \_\_\_\_\_  
 Workshop Location and LSA District: \_\_\_\_\_  
 Workshop Proposed Date and Time: \_\_\_\_\_

#### B. CONTACT INFORMATION

President Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Phone: home \_\_\_\_\_ school \_\_\_\_\_  
       fax \_\_\_\_\_  
 Estimated number of Teachers Participating: \_\_\_\_\_  
 Proposed Instructor(s): \_\_\_\_\_  
 Amount of Grant Request: \$ \_\_\_\_\_

#### C. PROJECTED FINANCIAL STATEMENT

REVENUE		EXPENSES	
Registration Fee		Workshop Materials	
Grants, Donations		Facility Costs	
BCMEA Grant Request		Instructor Honoraria	
TOTAL Revenue		Instructor Travel	
		Instructor Meals	
		Instructor Accommodation	
<b>Signature of LSA President</b>		Other:	
		TOTAL Expenses	

*Please keep a photocopy of your completed application form so that you may fill out Section D after the event has been completed.*



**D. BCMEA EXECUTIVE DECISION AND COMMENTS**

APPROVED _____ NOT APPROVED _____ AMOUNT _____
--

**E. ACTUAL FINANCIAL STATEMENT**

<b>REVENUE</b>		<b>EXPENSES</b>	
Registration Fee		Workshop Materials	
Grants, Donations		Facility Costs	
BCMEA Grant Request		Instructor Honoraria	
TOTAL Revenue		Instructor Travel	
		Instructor Meals	
		Instructor Accommodation	
<b>Signature of LSA President</b>		Other:	
		TOTAL Expenses	