



**DISTRICT REPRESENTATIVES & LOCAL SPECIALIST ASSOCIATION
(LSA)/CHAPTER GUIDEBOOK**

Revised June 2021 – BCMEA Table Officers

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Much of the information contained in the first four sections of the Local Chapters Guide has been taken from the Guide to Forming PSA Chapters published by the British Columbia Teachers' Federation.

DISTRICT REPRESENTATIVES

For School Districts that do not have an official Local Specialist Association, a District Representative may be appointed.

The District Representative must be a BCMEA Member.

Roles & Responsibilities

1. Will be a main point of contact with the BCMEA and provide an update on the status of Music Education in their district to the BCMEA 2nd Vice President (bcmea.vp2@gmail.com) annually. See Appendix #4
2. Pass on information from the BCMEA to other music teachers in their district.
3. Welcome new music teachers to their district and encourage them to become a BCMEA member to gain access to resources and mentors.
4. District Representatives may be invited to attend special Town Hall discussions with the BCMEA Table Officers and will receive an invitation to the annual BCMEA LSA/District Rep reception at the October Pro-D Conference.

WHY FORM A BCMEA LSA/CHAPTER?

Locally

An LSA/Chapter affords opportunity for teachers to discuss local problems and to exchange ideas. A group of enthusiastic teachers can invite speakers to locally sponsored workshops and can work through the local teachers' union on local conditions that need improvement.

LSA/Chapters should liaise with their local union Pro D Chair and School District as they may be eligible for additional individual/group funding.

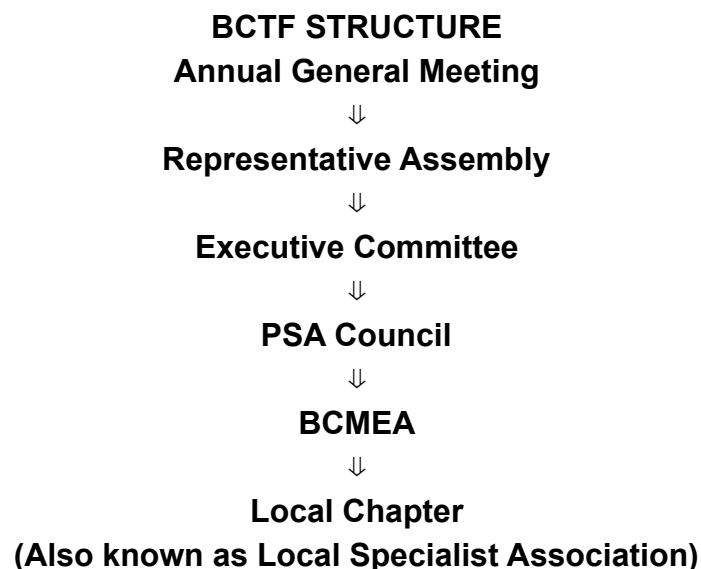
LSA/Chapter's are eligible to apply for Chapter Grants from the BCMEA which can be used to fund local professional development opportunities.

Provincially

A provincial association's contact with more teachers than a local group widens the scope of interest and concern. Local groups can obtain guidance and support from one another. Pooling ideas and decisions adds weight for action on behalf of teachers at the local and the provincial levels.

Nationally

The BCMEA is a provincial affiliate of the Canadian Music Educators' Association, through which it maintains a connection with the International Society for Music Education.



ORGANIZATION OF A LOCAL SPECIALIST ASSOCIATION/CHAPTER

1. Any interested group may form an LSA/Chapter. As soon as members have made a decision to organize, they should inform the local Pro-D Chairperson and the 2nd Vice-President of the BCMEA (bcmea.vp2@gmail.com). Some locals may require additional elements to be officially recognized.
2. LSA/Chapters will need to write and ratify a constitution to maintain a legislative organization. This document should be sent to your Local as well as to the BCMEA 2nd Vice-President (bcmea.vp2@gmail.com). See page Appendix #1 for a constitution template.
3. The majority of chapter members must belong to the BCMEA to initiate and maintain affiliation as a local chapter. A list of current LSA Members should be sent to the BCMEA 2nd Vice-President in the annual report. (bcmea.vp2@gmail.com).
4. When applicable, an LSA/Chapter has certain responsibilities to its local union and should go through the local union in any business with the school board or superintendent. They should also keep them informed of their plans and projects. The executive of a chapter is elected from the membership at a general meeting of members held annually. All members of the chapter executive must be BCMEA members and active BCTF members.
5. An LSA/Chapter should keep the BCMEA executive informed of its plans and projects and are required to send their AGM meeting minutes to the BCMEA 2nd Vice President at bcmea.vp2@gmail.com.
6. Finances for the Chapter
 - a. A bank account in the name of the LSA or an account ledger with the affiliated union local office shall be maintained by the organisation.
 - b. A fee may be charged to all members of the chapter.
 - c. A registration fee may be charged for workshops; often a collection is taken to offset the cost of refreshments.
 - d. The local association may have an in-service education budget; consult your Local PD chairperson.
 - e. The school board may provide funds for in-service education expenses for groups or individual teachers. Apply through the Local Pro-D chairperson.
 - f. The BCMEA offers grants to its LSA/Chapters on behalf of members who are in good standing with the BCMEA.
7. Attendance at Meetings – An LSA/Chapter may invite any people it wishes to attend its meetings, but only members may vote as per your local constitution. See Appendix #1: Constitution Template for more information. Only members of the local teachers' association and the BCMEA may hold office.

8. Notice of Meetings – Written notices of meetings should go to all members. Meeting dates should be set well in advance and should be well publicized. Choose times and places that are convenient for the majority.
9. Record of Meetings – Minutes or reports of meetings should be sent to all members. Please forward the AGM minutes to the BCMEA 2nd Vice President (bcmea.vp2@gmail.com) to be shared with the BCMEA Table Officers. It helps everyone to keep in touch with the group, especially if it is not convenient for all members to attend every meeting. It is important that material sent out by a chapter be carefully prepared, neat and accurate. See Appendix #5 for Agenda and Meeting Minute Templates.
10. Activities – The local chapter executive will assume the responsibility of organizing activities and professional development opportunities, but the members should be informed of its plans and decisions. The membership is free to question or to offer suggestions at any time.
11. Executive Structure – Each LSA/Chapter determines the offices needed. A minimum of President/Chair and Secretary/Treasurer should be maintained for governance. Each LSA/Chapter can determine the make up of their executive and table officers to suit their needs. For suggested positions see Appendix #6.

LOCAL CHAPTER RESPONSIBILITIES

Each LSA/Chapter of the BCMEA is expected to:

1. Maintain a legislative organization and ratify a constitution.
2. Ensure that as many local members as possible join the BCMEA.
3. Study the BCMEA constitution and literature.
4. Promote professionalism as guided by BCMEA and BCTF policy.
5. Communicate and cooperate with the BCMEA Table Officers.
6. Direct appropriate action through the BCMEA Table Officers.
7. Direct appropriate action through the local association (Pro-D Chairperson).
8. Keep information flowing between local members and the BCMEA Table Officers.
9. Maintain a bank account in the LSA name at a local financial institution or maintain an account ledger with their affiliated union local office.

DUTIES OF OFFICERS

There is no set list of officers; each LSA/Chapter will consider its needs and allocate duties to meet its requirements. The Secretary and Treasurer can be the same person but can not also be the President/Chair. The President of the BCMEA is an ex officio member of each chapter.

President/Chair

1. Chair general and executive meetings.
2. Call meetings of the executive and of the membership [the dates and location to be arranged for the convenience of those concerned].
3. Arrange the agenda for meetings of the executive and of the general membership. The secretary may be called on to prepare printed copies for use at the meeting. The agenda should be prepared well in advance of a meeting to allow for adequate pre-contacts with all persons involved in the business.
4. Arrange for an Annual General Meeting and election of officers for the coming year.
5. Appoint special committees as necessary and be ex officio members of each committee.
6. Carry out plans as set by previous committees.
7. Act as official representative to outside groups; report to the membership, commitments or activities that involve the chapter.
8. Maintain knowledge of the chapter's finances.
9. Assist the secretary in preparing the annual report of the chapter's activities and membership list which is sent to the local teachers' association and to the BCMEA 2nd Vice-President bcmea.vp2@gmail.com to be shared with the BCMEA Table Officers.
10. A president both represents and leads.
11. Welcome new music teachers to their district and encourage them to become BCMEA members.

Secretary

1. Take minutes at every executive meeting and general meeting.
2. Be prepared to read the minutes at the following meeting of each group.
3. Duplicate the minutes and send them to the members, the local association and the BCMEA.
4. The president needs a copy of the minutes immediately after a meeting to act on decisions recorded therein and to check for accuracy.
5. As directed by the president, send notices of meetings to all people concerned.
6. Promptly acknowledge correspondence received by the chapter.
7. Provide the local association's Pro-D chairperson and the 2nd Vice-President of the

BCMEA a list of names and addresses of the officers of the chapter.

8. Arrange for the purchase and distribution of chapter stationery.

9. Submit vouchers to the treasurer for all expenses related to secretarial duties.

10. A professional tone in written communication is vital to good public relations for the chapter.

Treasurer

1. Keep an accurate record of all money belonging to the chapter.

2. Be prepared to give the balance on hand and a statement of receipts and disbursements at each general and executive meeting of the chapter.

3. Present an annual budget to the executive committee at the first meeting in the fall and request its adoption.

4. Be responsible for all routines in collecting and banking the chapter's money.

5. Issue cheques for payment of chapter's expenditures [usually there are two signing officers].

6. PayAttend to reimbursements promptly; where guest speakers are concerned, have the cheques ready ahead of time.

7. At the end of the year, present a written statement of receipts and expenditures to the membership.

8. Orient your successor to their duties, after balancing the books for your school year.

9. Label records and files and store them in a central location.

NOW THAT YOU HAVE FORMED – WHAT NOW?

Listed below are suggestions for projects that might be undertaken by local chapters of the BCMEA.

1. Provide workshops or clinics for professional development in topic areas where a common concern has been identified.
2. Organize and coordinate evening concerts that feature music groups from the schools within your district. Perhaps special guests could be invited. Massed numbers? Elementary and/or secondary? Choral evening? Instrumental evening?
3. Organize and host social events for music teachers in your district. These functions may take many forms – wine and cheese parties, potluck dinners, dances, dinner-dances, house parties, progressive dinner parties, etc. They all provide an opportunity to spend a little time with other people interested in the same areas.
4. Plan and sponsor a district wide music event. This might involve arranging for the performance of a touring professional group.
5. Arrange scholarships for deserving students. Funds may be raised in many different ways such as arranging for all schools to provide one performing group for an evening concert with the proceeds going to the scholarship fund.
6. Curriculum development. The local may assist by defining areas of curriculum need and by providing curriculum development committees. These committees may develop actual curriculum sequences, series of lesson plans for a particular subject area, etc.
7. Equipment sharing. The PSA chapter may arrange a workable system of music and instrument sharing such as a common library system for music and catalogue system for instruments.
8. Multiple PSA workshops. Coordinate workshops, etc. which would involve the resources of other PSAs. For example, a music-drama-art clinic; a physical education-dance-music workshop.
9. Organize a community band, chorus, etc.
10. Information Services. Provide information to local teachers regarding in-service,

summer courses, new publications, concerts, etc., through a local newsletter or some other means.

11. Coordinate activities in the community. Concerts in the mall, massed choral night involving school and community groups, communication with community arts councils, etc.

12. Coordinate equipment loans. Equipment such as choral risers, sound systems, choral shells, etc., are often provided to the district on a shared basis. Smooth coordination of sharing of these items is essential.

13. Sponsor or organize a festival.

14. Organize a summer school for interested students. A band or choir camp.

15. Ongoing examination of programs and resources being used in the district.

16. In-district study. Research teaching and evaluation techniques being used by teachers in your district and bring worthy methods to the attention of other teachers.

17. Resources. Make a list of local resource people (private teachers, artists, etc) and make them available to chapter members. Develop resources that would be of use to teachers.

18. Organize a music reading session to read music that is already in the files of schools within the district and has perhaps been forgotten.

19. Touring groups. Serve as a clearing-house to coordinate the plans of groups from your district who would like to travel and of groups from outside the district who would like to perform or stay in your district.

20. Arrange for radio broadcasts of school concerts or studio performances of selected school groups.

21. Working conditions. Many music rooms throughout the province are inadequate in design and require alterations.

22. "Music Monday". Organize district-wide participation in the Coalition for Music Education's annual event, which takes place the first Monday in May.

<http://musicmakesus.ca/musicmonday/>

23. Exchange concerts. Arrange for the exchange of concerts between neighbouring schools, a senior school and its feeder schools, etc.

24. Organize a community musical. Great for public relations and fun as well.

25. Provincial event. Organize and plan a workshop, festival, etc. which would be developed on a provincial scale.

26. Inter-school visitations. Coordinate the visits of teachers to other classrooms within the district.

27. Sounding board. Act as a sounding board and handle difficulties, write letters of concern if necessary, etc.

28. Research.

29. Create a website and link to the BCMEA website.

Appendix 1

LOCAL SPECIALIST ASSOCIATION/CHAPTER CONSTITUTION TEMPLATE

Ratified by the membership on _____ (date).

NAME

The name of this association shall be the _____ Association, subsection of the _____ [local association] and chapter of the British Columbia Music Educators' Association.

OBJECTIVES

The objectives of the association shall be:

1. To promote and advance education throughout the province.
2. To act as a clearinghouse for ideas and a source of trends and new developments.
3. To furnish recommendations and advice to the local teachers' association and to the BCMEA on matters affecting education and teachers.

BASE OF OPERATION

The operations of the association are to be carried on in _____ [SD or area].

BY-LAWS

Article 1 – Membership

Membership shall be open to any person who is a member of the local association and the BCMEA. The membership year will be _____.

Article 2 – Fees and Financial Records

- a. Membership fees shall be established by resolution at each Annual General Meeting of the association.
- b. The financial records of the association shall be maintained by the treasurer and shall be open to the membership and to the Table Officers of the BC Music Educators' Association, the parent association.

Article 3 – Officers

The officers shall be president, vice-president, past president, secretary, treasurer, program chairperson, hospitality convener, and representatives to the local association. Officers shall be elected for a term of one year at the Annual General Meeting.

Article 4 – Committees

- a. The executive committee shall be the officers of the association and selected committee chairpersons.
- b. The executive committee, from among members of the association, may appoint committees. Such committees shall be responsible to the executive committee.
- c. Whenever a vacancy occurs in the executive committee through any cause, the executive committee shall name a member to fill the vacancy until the next general meeting.

Article 5 – Duties

- a. The duties of the officers and of the executive shall be as defined in Robert's Rules of Order when not in conflict with any clause of this constitution, and they shall also govern the procedure of all meetings.
- b. At the first section of the Annual General Meeting, the secretary shall report in detail the business of the association during the year, and the treasurer shall submit in writing a report of the financial condition of the association, including a detailed statement of all receipts and expenditures.

Article 6 – Meetings

- a. The Annual General Meeting of the association shall be held each year at a time and place to be designated by the executive committee.
- b. Other general meetings of the association shall be held from time to time as ordered by the executive.
- c. A minimum of two weeks notice shall be provided to members to advise them of the location, date, and time of any general meeting.

Article 7 – Representations to Outside Agencies

Any representation made by the chapter to an authority outside the local association (on a local issue to the school board) or BCMEA (on a provincial matter to the Ministry of Education) should be conducted with the approval and consent of the _____ [local association] or the BCMEA.

Appendix 2 - SAMPLE CONSTITUTION

Nanaimo Association of Music Educators
Constitution – April 1994

1.0 The name of this association shall be the Nanaimo Association of Music Educators (N.A.M.E.), section of the Nanaimo District Teachers' Association and chapter of the British Columbia Music Educators' Association (B.C.M.E.A.) of the British Columbia Teachers' Federation.

2.0 The objectives of this association shall be:

2.1 To promote and advance music education throughout School District 68.

2.2 To act as a facilitator for the sharing of ideas, trends, and new developments.

3.0 Membership shall be open to any person who is a member of the Nanaimo District Teachers' Association and the BCMEA. The membership year will be September 1 to August 31 following.

4.0 Fees and Financial Records

4.1 Membership fees shall be established by the resolution at each Annual General Meeting in June of the Association.

4.2 The financial records of the association shall be maintained by the treasurer and shall be open to the membership and to the executive of the British Columbia Music Educators' Association.

5.0 Officers

5.1 The officers of the executive committee shall consist of a president, vice-president, secretary-treasurer, elementary music representative, secondary music representative, and a professional development representative to the N.D.T.A. Officers shall be elected at the Annual General Meeting for a term of one year.

6.0 Committees

6.1 Committees may be appointed by the executive committee from among the members of the association. Such committees shall be responsible to the executive committee.

6.2 Wherever a vacancy occurs in the executive committee through any cause, the executive committee shall name a member to fill the vacancy until the next general meeting.

7.0 Duties of officers

7.1 The duties of officers and of the executive shall be as defined in Robert's Rules of Order when not in conflict with any clause in this constitution, and these shall also govern the procedure of all meetings.

7.2 At the first session of the Annual General Meeting, the secretary shall report in detail the business of the association during the year, and the treasurer shall

submit in writing a report of the financial condition of the association, including a detailed statement of all receipts and expenditures.

8.0 Meetings

8.1 The Annual General Meeting of the association shall be held each year during the month of June. The place shall be designated by the executive committee.

8.2 Other general meetings of the association shall be scheduled regularly as ordered by the executive.

Appendix 3:

Sample LOCAL CHAPTER MEMBERSHIP APPLICATION

[SD #] Music Educators' Association
Membership Application and Information Form

Name _____
School _____
Current Teaching Assignment _____

I, _____, hereby apply for membership in [SD #] Music Educators' Association, a local chapter of the BC Music Educators' Association.

Signed _____

Membership year: _____ Membership fee: \$ _____

RECEIPT

_____ is a member of [SD #] Music Educators' Association

Dues paid to:

Name, Treasurer Date

Appendix 4: Annual Report Template For District Representatives

Please answer the following as best you can in the areas that are applicable to your LSA.

District Representative Name:

School District:

Summary of the state of Music Education in your District:

Appendix 5: Agenda & Meeting Minutes Template for LSA/Chapters

Executive Committee Meeting



Meeting ID:

Passcode: B

1 ### ## Canada

Meeting ID:

**Friday 11 June (1pm-5pm)
Saturday 12 June (10am-4pm)**

AGENDA

Attending (Executive) :

Regrets

1. Call to order
2. Territorial Acknowledgement ()
3. Introductions
4. Adoption of Agenda
MOTION: That the agenda be adopted. (/)
5. Adopt Minutes from January 2021 Meeting
MOTION: That the January 2021 meeting minutes be adopted. (/)
6. Table Officer Reports
 - a. President ()
 - i.
 - ii.
 - b. 1st Vice-President ()
 - i.
 - ii.
 - c. Treasurer's Report ()
 - i. Financial Report

MOTION: That the Table Officers' Reports be accepted. (/)

7. Items arising from Reports

A.

6. External Reports

A.

7. Programs & Services

A.

8. Any Other Business

A.

9. Adjournment (/)

MOTION: That the meeting be adjourned. ()

Future Meetings:

Appendix 6:

Possible additional Roles and Duties that you could have in your Executive and Table Officers.

Vice-President

In some chapters, holding this position is training for the following year's president. The vice-president, therefore, should make every effort to learn the routines and background of the association, which is best done by actively participating.

1. Attend all meetings of the executive committee and general meetings.
2. Be an active member of the chapter committees.
3. Be ready to chair meetings or act as the president's substitute at any time.
4. Keep a file of copies of reports and records for ready reference.
5. Get to know many chapter members personally.

Past President

1. Attend all executive and general meetings.
2. Assist the president if requested.
3. Be ready and willing to assume any task in an emergency.
4. At the request of the president, act as nominations chairperson for the next election of officers.

Program Convener

This officer needs the assistance of a working committee, which might include the district supervisor or a BCMEA executive member. The success of the chapter often depends upon the efforts of this committee – this is the area that most directly affects the members. A few basic rules:

1. Each program needs careful planning and organizing ahead of time. Advertising is vital to a successful undertaking.
2. Programs should be chosen to meet the needs and interests of the members, with variety for different people's opinions.
3. Timing is important. Each program must be concentrated and easily available to the majority of the general membership.
4. Financial arrangements and courtesies are important details.
5. The executive of the chapter should be involved in the overall planning for the year's programs.

Hospitality Chairperson

This officer may have a committee with assorted duties.

1. Provide refreshments at executive and general meetings.

2. Send personal remembrances [cards or notes] to members at special times – illnesses, bereavement, or congratulations.
3. Help members to become acquainted with one another by providing name tags at functions or by acting personally in introducing and welcoming at meetings.

Representative to Outside Organizations

The chapter needs a liaison with its parent organizations: the local teachers' association and the BCMEA. The president or secretary is the person best equipped. When a person is named to this position, the outside organizations should be notified so that notices of meetings will be forwarded correctly. The representative attends the outside meetings, reports, asks questions, etc., and returns to the chapter with pertinent information (preferably a duplicated report for members).