

POLICIES AND PROCEDURES MANUAL

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

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

The mission of the Tennessee Music Education Association is to promote the advancement of high quality music education for all.

The **goals** of TMEA are to:

- Encourage and provide students with opportunities for high quality music experiences;
- Actively promote and provide the best resources and opportunities for professional development;
- Provide opportunities for sharing and disseminating information, teaching strategies and resources;
- Become the leading advocate for music education at the local, regional and state levels; and actively encourage lifelong learning in music.

I. **Membership Dues:** Membership dues for the Tennessee Music Education Association, which are in addition to those dues set by National Association for Music Education, are currently \$30 for active members, \$15.00 for introductory membership, \$2.00 for collegiate members and \$0 for retired members who retain their National Association for Music Education and TMEA membership. The total amount of dues for TMEA/NAfME membership and the membership application form are found on the NAfME web site that is linked from the TMEA web site. The amounts of state dues are set each year by the Board. The state associations provide annual dues as follows: Elementary associations - \$300; Vocal associations - \$1000; Band and Orchestra associations - \$1200. Special state-only retired teacher membership: Retired teachers who want to maintain association with TMEA only may elect to join TMEA for a fee of \$25 annually. This special retired membership has no association with NAfME and will not provide any benefits or services from NAfME. However, this special membership will provide all state publications and free admission to the state music conference. To sign up for TMEA's state-only retired membership, contact the TMEA Executive Director.

- II. **Voting:** Full Active members may vote in all appropriate national elections and in the elections for TMEA President-Elect, as well as where stipulated in the bylaws. Members of the TMEA Council (who are eligible to vote as stipulated in the bylaws) may vote on all proposals that come before the Council. Retired members and Collegiate-NAfME members may not vote in any TMEA or NAfME regular elections. Voting by proxy can only be done with the approval of the Board of Directors.
- III. **Contact information for TMEA leaders:** All TMEA officers, board members, project chairs, and council members are listed on the TMEA web site along with their e-mail address. Every effort will be made to keep that listing current. This list will also be included in *The Tennessee Musician* with more complete contact information.
- IV. **Finances:** The Board of Directors reviews and approves the annual budget. The TMEA Executive Director presents a draft budget for the fiscal year. The Board is ultimately responsible for all line items for both expenses and estimated income. The TMEA Executive Director also provides all Board members with a complete financial accounting at the end of each fiscal year as well as notifications throughout the year of any special financial needs or concerns. The TMEA Executive Director will send a notice March 1, to each regional association the amounts of regional dues and/or state instrumental concert festival fees for the coming fiscal year. Regional associations have the option to pay regional dues and/or state instrumental concert festival fees at the annual TMEA Council meeting or by the due date of October 1. Regional associations will receive a receipt at the time of payment. An official external review of all TMEA finances will be completed in detail each year.
- A. **Reimbursement:** Normally, the annual budget for the Association covers reasonable travel expenses for board members to attend the annual summer board retreat and annual council meeting. There is also a small amount usually

included in the budget for State Chairs' travel to attend Association meetings. TMEA does not reimburse State Chairs to attend the State Conference with the exception of any who may have official chair responsibilities. Details for reimbursement are included in the TMEA Policy Document and are subject to change.

TMEA members who are approved to travel or otherwise engaged in activities that are reimbursable from the TMEA treasury must provide to the Executive Director, within 30 days, an appropriate form indicating the exact costs that are to be reimbursed. Only out-of-pocket expenses will be reimbursed, regardless of what may be stipulated in the budget. For travel, members may request for reimbursement based on the following amounts:

1. Driving personal vehicle - \$.48 per mile (TMEA strongly encourages car-pooling.) Air fare - lowest available airfare when using commercial air carrier (TMEA will not pay for charges generated by changes in flights, charges by travel arrangers, or other charges generated by the member above the cost of the actual airfare).
2. Reimbursement and Honoraria are as follows:
 - All State General Chairs Vocal/Instrumental -\$800 each plus hotel room (shared)
 - Conference Chairs-\$800 each plus hotel room (shared)
 - Conference Equipment Chair-\$400 honorarium plus hotel room
 - All State Equipment Chair-\$400 honorarium plus hotel room
 - Board-Hotel Room (shared) or parking for locals for TMEA Board meetings and conference
 - Council-Mileage and Room only for annual TMEA Council Meeting
 - Executive Director-\$12,600 plus expenses
 - Web Master-Mileage plus hotel room for TMEA Board meetings and conference

- Non-Voting Guests invited to attend meeting- Mileage and hotel expenses
- Ensemble Chairs-\$400 plus hotel room (shared)
- Exhibit Chair-10% of exhibit fees plus hotel room, meals, and mileage
- Registration Chair-\$2400 plus hotel room, meals. and mileage
- Editor-\$600 per issue plus \$600 for all state and conference programs Total \$3000 plus hotel room
- Ad Manager-10% of Ad Fees Mileage and Room only for annual TMEA Council Meeting
- All State Accompanists-\$750 plus hotel room (shared)
- Treble/Collegiate Accompanists-\$375 plus hotel room (shared)
- All State Conductors-\$2000 plus all expenses
- Treble Conductor-\$1300 plus all expenses
- Collegiate Ensemble Conductor-\$1500 plus all expenses

3. Alcoholic beverages –. Although TMEA officers may grant exceptions on rare occasions, TMEA does not use funds from its treasury to purchase liquor.

4. Hotel – Lowest reasonable rate based on double occupancy, unless exceptions approved by the TMEA officers.

B. It is the responsibility of the TMEA Executive to maintain accurate financial records and to disclose those on a regular basis to the members of the TMEA finance committee for their review and input. Also, within reason, financial reports may be made available to any TMEA member at any time. Financial reports are prepared and presented by the Executive Director/Treasurer as stipulated in the Bylaws. Policy: TMEA does not provide refunds.

V. **TMEA Programs:** the TMEA Board approves the policies for all TMEA programs.

Those programs currently include the following:

A. **All-State** - All-State rules and policies are contained in a separate document that is posted at http://tnmea.org/All_State_Handbook.aspx. The All State Chairs are invited to all TMEA Board of Directors meetings. The All-State Chairs have no voting privileges but will receive all relative board correspondence.

B. **State Concert Festival**-The State Band Chair will work within the budget guidelines approved by the Board and coordinate the state concert festival. A report of that event will be provided at each summer meeting of the TMEA Board. It is expected that the Concert Festival will pay for itself from fees and other sources. It is anticipated that TMEA will receive a reasonable amount of income from producing this program but the program should be implemented so that TMEA will not absorb any financial loss. **TMEA Treble Honor Chorus** - The Treble Honor Chorus, coordinated by the TMEA State General Music Chair and chaired by a member appointed by the president, shall rehearse and perform as part of the annual state music conference. The board will approve a budget each year for the operation of that program. It is expected that the Treble Honor Chorus will pay for itself from fees and other sources. It is anticipated that TMEA will receive a reasonable amount of income from producing this program, but the program should be implemented so that TMEA will not absorb any financial loss.

C. **TMEA State Professional Development Conference** -The state music conference shall be managed by an appointed manager who shall run the conference as directed by the Board and within the budget as approved by the Board. Income to produce the state music conference shall be generated from: 1) registration fees, 2) exhibit fees, and 3) other sources so that the event can be self-supporting.

The Conference Manager has an ex-officio (non-voting) position with the Board of Directors and will be invited to all

meetings of the Board. The Conference Manager has no voting privileges but will receive all relative Board correspondence.

D. TMEA Industry Program-The TMEA Industry Program is a program in which the Tennessee Music Education Association and industries work together to support and endorse operations of the Association and promote music education in Tennessee including advocacy and the financial support of the TMEA State Professional Development Conference. All names/titles will be listed on the patron page of the website.

- Presidential Level: \$5000 and above
Full-page ad in Tennessee Musician and Conference Program, Conference Signage, Exclusive Ads on the TMEA Conference Mobile App, *Exhibit Space
- Council Level: \$3000-\$4999
Half-page ad in Conference Program, Conference Signage, Exclusive Ads on the TMEA Conference Mobile App, *Exhibit Space
- Association Level: \$1500-\$2999
Conference Signage, Quarter-page ad, *Exhibit Space
- Member Level: \$1000-\$1499
Conference Signage and names listed on patron page of conference program.

*"In Kind" contributions are included *Exhibit Size and Location negotiable*

VI. The Tennessee Musician Magazine, TMEA Website, and Other Official Publications The TMEA Editor is the director of the Association's publications and answers to the TMEA Board. The TMEA Associate Editor assists the Editor, with direction from the Executive Board. The Editor/Associate Editor will assist with coordinating information for the TMEA web site and will work within the budget as set by the Board. The Editorial Board, appointed on rotating years by the President, shall advise and direct the Editor and Associate Editor. The TMEA Advertising Manager is appointed by the Executive Board and is paid a 10% commission on

Tennessee Musician secured advertising. The Tennessee Musician subscription rate is set at \$40.00. The Editor will be paid \$600 per issue (4x's a year) plus \$600.00 for the all state/conference issues for a total of \$3000.00. Business Expenses and travel will be covered by TMEA for the Editor and Associate Editor. A Webmaster appointed by the TMEA Board of Directors will manage the TMEA Website.

VII. The Business Operation of the Association business operation of the Association is supported by the portion of the NAfME/TMEA dues designated by TMEA as the state's portion. Current state dues are listed above under "[Membership Dues.](#)" Membership dues from Tennessee members provide support for meetings and communication of members of the Board and Council, officers' transportation and business expenses, business expenses related to normal operation of the Association, and any other necessary costs approved by the TMEA Board.

VIII. Policy Approval and Normal Business Operations

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

The TMEA Board of Directors consists of the four State Officers (Executive Committee) and the State Chairs. The Editor also is a non-voting, ex-officio member. The conference coordinator and the All-State general chairs have non-voting seats on the board as detailed in the TMEA policy document.

The government of TMEA is vested in the Board of Directors. The executive authority for the administration of the affairs of the Association is invested in the Executive Committee. The Board approves policy in all matters pertaining to the administration and affairs of the Association and approves the appointments of all standing committees, special

committees, and task forces. The approved policies are contained in the official Policy Document. Other details of the Association are contained in the official bylaws. Both can be found on the TMEA website.

TMEA receives several similar requests to contact our members each year and encourage and support research in music education. With that in mind, The Tennessee Music Education Association is comprised of nine regional associations that have their own policies regarding access to member information. Contact should be made with the officers of the regional associations concerning access to membership.

IX. CONFLICT OF INTEREST STATEMENT

Board members of the Tennessee Music Education Association will deal with outside entities or individuals, with clients and staff/volunteers, and with each other in a manner reflecting fair play, ethics and straightforward communication.

Examples of conflicts of interests to be avoided:

1. Board members may apply to perform, but should participate in a convention planning group that **does not** screen performance groups in that area of interest.
2. Presenting a session at the TMEA Convention during a board member's term and receiving a sponsorship fee from an outside company. Board members are encouraged to present sessions at the TMEA Convention; they should not, however, represent a company that will pay for this clinic, or with which a Board member has a financial interest.
3. Using a Board member's position to influence membership consumer activities. (i.e. "As TMEA President, I endorse ABC Company oboe reeds.")

The TMEA Board of Directors shall not enter into any contract or transaction with (a) one or more of its Board members, (b) a director of a related organization, or (c) an organization of which a director of the organization is a director, officer, or legal representative, or in some other way has a material financial interest unless:

1. That interest is disclosed to the TMEA Board of Directors
2. The Board approves, authorizes or ratifies the action in good faith. (This would include the possibility of personal financial gain through the conference exhibits.)

This manual was revised June 2015.