

SECTION I-CONSTITUTION

ARTICLES OF INCORPORATION of the BAY SECTION of the CALIFORNIA ASSOCIATION FOR MUSIC EDUCATION

I. Name

The name of this corporation shall be BAY SECTION OF CALIFORNIA ASSOCIATION FOR MUSIC EDUCATION.

II. Purpose

The specific and primary purposes for which this corporation is formed are as follows:

- A) To promote the advancement of music education.
- B) To cultivate social and educational intercourse among its members.
- C) To assist its members in seeking individual and collective growth as musicians, as educators, as conductors, and as administrators.

To carry out the foregoing purpose, the corporation shall have the power to lease, purchase, hold, have, use and take possession of, and enjoy in fee simple or otherwise, any real or personal property necessary for the uses and purposes of this corporation, and to sell, lease, mortgage, deed in trust, lien, or dispose of the same at the pleasure of the corporation, for the uses and purposes for which said corporation is formed, and to buy and sell real or personal property and to apply the proceeds of sale, including any and all income, to the uses and purposes of the corporation.

III. Pursuant to General Nonprofit Corporation Law

This corporation is one which does not contemplate pecuniary gain or profit the members thereof.

IV. Time Limitation

The existence of this corporation is to be perpetual.

V. Principal Office

The county in the State of California where the principal office for the transaction of the business of this corporation is to be located is Contra Costa County.

VI. Directors

The persons who are to act in the capacity of directors until the selection of their successors and who shall be known as directors shall constitute the number of directors of the corporation, until changed by

an amendment to the articles or by a by-law increasing or decreasing the number of directors as may be desired.

VII. Membership

The authorized number and qualifications of members of this corporation, the different classes of membership, if any, the property, voting and other rights and privileges of each class of membership, and the liability of each or all classes to dues, or assessments, and the method of collection thereof shall be set forth in the by-laws of this corporation.

VIII. By-Laws and Amendments

The by-laws of this corporation may be adopted by a majority vote of the directors and may be amended or repealed by any means provided in the by-laws.

Bylaws

ARTICLE I – Scope

The Bay Section of the California Association for Music Education hereinafter “Bay Section” shall be comprised of members from the following areas of California:

Area I	Marin, Sonoma, Mendocino Counties
Area II	Contra Costa County
Area III	Alameda County
Area IV	Alpine, Calaveras, San Joaquin, Stanislaus, Tuolumne Counties
Area V	West Santa Clara County
Area VI	San Mateo, San Francisco Counties
Area VII	Napa, Solano Counties
Area VIII	East Santa Clara County

ARTICLE II – Membership

Section 1 - Membership

Membership in Bay Section is automatic with membership in CMEA - The California Association for Music Education (known as CMEA) and MENC - The National Association for Music Education (known as MENC).

Section 2 - Qualifications

The qualifications, privileges, and apportionment of dues shall be identical to that of CMEA as set forth in Article IV, Sections 1, 2, 3, 4, 5, 6, 7, 8, and 10 of the CMEA Constitution. (Refer to the CMEA State Constitution.)

Section 3 - Dues

Dues may be remitted directly to the national office of MENC or may be paid to the Executive Treasurer

of Bay Section . The Executive Treasurer shall be in charge of membership fees collected locally and will remit such fees directly to the national office.

ARTICLE III – Government

Section 1 - Officers

All elected and appointed officers of the Bay Section Board of Directors must be current members of CMEA in order to hold office.

Section 2 - Executive Committee

- a) The Executive Committee of Bay Section shall be the President, President-Elect, Past President, Secretary, Executive Treasurer, Executive Secretary and Adjudication Director. In addition, the Executive Committee will include any special appointed positions deemed necessary.
- b) The Executive Committee shall be responsible for policy development.
- c) Policies developed by the Executive Committee may be taken into consideration by the Board of Directors.

Section 3 - Board of Directors

- a) The Board of Directors shall be comprised of the Executive Committee, a representative from each of the designated geographical areas (Area Representative), and a representative from the following areas, to be known as “Special Representatives”:

- 1 – Band
- 2 – Choral
- 3 – Jazz
- 4 – Orchestra
- 5 – Classroom/General Music
- 6 – Higher Education
- 7 – Medals
- 8 – Public Relations
- 9 – Music and Technology
- 10 - Student MENC (Higher Education Representative shall serve as advisor)
- 11 – Conference Host
- 12 – *Tempo* Editor
- 13 – Webmaster
- 14 – Festival Coordinator – Large Groups
- 15 – Festival Coordinator – Solo and Ensemble

- b) The Board of Directors shall be responsible for establishing the policies of the organization.
- c) Area Representatives as well as Band, Choral, Jazz and Orchestra Representatives may have designated assistants. Such assistants shall be appointed by the Board of Directors, but will not be voting members of the Board of Directors.

Section 4 - Festival Committee

- a) The Festival Committee shall be comprised of the President (Chairperson in second year of

term), President-Elect (Chairperson in first year of term), Past-President, Secretary, Executive Treasurer, Executive Secretary, Adjudication Director, Large Group and Solo and Ensemble Coordinators, Band, Choral, Jazz, and Orchestra Representatives, Medals Representative, Public Relations Representative, *Tempo* Editor, Webmaster, and Area Representatives.

- b) The Festival Committee will involve other board members as needed in the festivals.
- c) The Festival Committee shall be responsible for periodic updating of the festival related sections of the Bay Section Handbook.
- d) The Festival Committee shall be guided by the responsibilities and duties as prescribed in the festival-related sections of the Bay Section Handbook and as designated by the Board of Directors.
- e) The Festival Committee shall be responsible to the Board of Directors in all matters regarding festivals in Bay Section.

Section 5 - Conference Committee

- a) The Conference Committee shall be comprised of the President (Chairperson in first year of term), President-Elect (Chairperson in second year of term), Past-President, Secretary, Executive Treasurer, Executive Secretary, Adjudication Director, Public Relations Representative, *Tempo* Editor, Webmaster, Band, Choral, Jazz, and Orchestra Representatives, Classroom General Music Representative, Higher Education, Medals, Music and Technology, Student MENC, and the Conference Host.
- b) The Conference Committee shall be responsible for planning and organizing any Bay Section Conference.
- c) The Conference Committee shall be responsible to the Board of Directors in all matters regarding conferences in Bay Section.

Section 6 - Terms of Office

- a) Executive Committee

The terms of office for members of the Executive Committee shall be as follows: President—two years; President-Elect—two years; Past-President—two years; Secretary—two years, all commencing on even numbered years.

- b) Board of Directors

The term of office for members of the Board of Directors (excluding the Executive Committee) shall be as follows: Medals Representative, Band Representative, Orchestra Representative, Classroom/General Music Representative, Festival Coordinator for Large Groups, and Representatives from Areas II, IV, VI, and VIII shall be for two years commencing on even numbered years. Public Relations Representative, Jazz Representative, Choral Representative, Higher Education Representative, Student MENC Representative, the Festival Coordinator for Solo and Ensemble Festivals, and Representatives from Areas I, III, V, and VII shall be for two years commencing on odd numbered years.

- c) Members of the Board of Directors shall take office on the first day of July following their election or appointment.
- d) No elected or appointed office of the Board of Directors shall be occupied by any one person for more than two consecutive terms, with the following exceptions:
 - 1. Executive Secretary, Executive Treasurer and Adjudication Director, as noted in paragraphs e, f, and g, below.
 - 2. Other positions with Board approval.
- e) The responsibility of the Executive Secretary is to oversee all clerical activities of Bay Section. The Executive Secretary shall be a member of the Executive Committee and Board of Directors. The Executive Secretary shall be appointed by the Bay Section Board of Directors for a three-year term, with an indefinite number of terms, pending Board approval. The Executive Secretary shall receive remuneration, with the amount determined by the Board of Directors.
- f) The responsibility of the Executive Treasuries to oversee all of the financial activities of Bay Section. The Executive Treasurer shall be a member of the Executive Committee and Board of Directors. The Executive Treasurer shall be appointed by the Bay Section Board of Directors for a three-year term, with an indefinite number of terms, pending Board approval. The Executive Treasurer shall receive remuneration, with the amount determined by the Board of Directors.
- g) The responsibility of the Adjudication Director is to oversee all adjudication activities for Bay Section . The Adjudication Director shall be a member of the Executive Committee and Board of Directors. The Adjudication Director shall be appointed by the Bay Section Board of Directors for a three-year term, with an indefinite number of terms, pending Board approval. The Adjudication Director shall receive remuneration, with the amount determined by the Board of Directors.

ARTICLE IV – Elections and Appointments

Section 1 - Nominating Committee

On or before April 1, a Nominating Committee consisting of the Executive Committee shall meet and select a roster of candidates for each of the offices to be filled by the Board of Directors.

Section 2 - Nominating by Petition

Nomination for any opening on the Board of Directors, except Student MENC Representative, may be made by petition containing the signatures of at least ten active members of Bay Section. Such petitions must be received by the President of Bay Section by March 15 of the year in which the election is to take place.

Section 3 - Election of President-Elect and Secretary

On or before March 15, the Nominating Committee shall present for election to the general membership, the names of candidates for the office of President-Elect and Secretary.

Section 4 - Administrative Appointments

The appointment of Executive Secretary, Executive Treasurer and Adjudication Director will take place on a three-year rotating basis.

On or before April 1, the President shall present for appointment to the Board of Directors, the names of qualified candidates for each of the offices of Executive Secretary, Executive Treasurer and Adjudication Director.

Section 5 - Other Appointments

On or before April 1, the President shall present for appointment to the Board of Directors, the names of qualified candidates for each of the offices of Large Group Festival Coordinator and Solo and Ensemble Festival Coordinator, Public Relations Representative, *Tempo* Editor, Webmaster, Medals Representative, and Music and Technology Representative.

Section 6 - Appointment of Area Representatives and Assistant Area Representatives

On or before April 1, the representatives to the Board from each area involved will submit names to the President, to present for appointment to the Board of Directors, the names of qualified candidates for each of the offices of Area Representative and/or Assistant Area Representative.

Section 7 - Election of Special Representatives

On or before March 15 of even numbered years , the Nominating Committee shall present for election to the general membership, the names of qualified candidates for each of the following offices: Band Representative, Orchestra Representative, and Classroom/General Music Representative.

On or before March 15 of odd numbered years , the Nominating Committee shall present for election to the general membership, the names of qualified candidates for each of the following offices: Jazz Representative, Choral Representative, and Higher Education Representative.

Section 8 - Appointment of Assistant Special Representatives

On or before April 1, the President shall present for appointment to the Board of Directors, the names of qualified candidates for each of the offices of: Assistant Band Representative, Assistant Choral Representative, Assistant Jazz Representative, Assistant Orchestra Representative, and Student MENC Representative.

Section 9 - Conference Host

On or before April 1, the President shall present for appointment to the Board of Directors the Conference Host for approval to represent the Conference site for the following year.

Section 10 - Festival Site Hosts

Festival Site Hosts shall be recommended by their respective Area Representatives for approval by the Board of Directors to represent each festival site each year.

Section 11 - Other Special Representatives

Any recognized music education organization desiring representation on the Board of Directors from any area of Bay Section, may submit such a request, along with the name of a candidate as Special Representative for said organization for approval by the Board of Directors. If representation is approved by the Bay Section Board of Directors, that nominee will be a candidate for the office of Special Representative in that category as a non-voting member.

Section 12 - Balloting Committee

The Balloting Committee shall be the same as the Executive Committee of the Bay Section Board of Directors.

- a) The final appointments will be made by the President with the approval of the Board of Directors.

Section 13 - Special Elections and Appointments

- a) President – In the event that the President is unable to fulfill these duties, the office shall be filled by the President-Elect.
- b) President-Elect – In the event that the President-Elect is unable to fulfill these duties, an election shall be held to fill the vacated office.
- c) President and President-Elect – In the event that vacancies occur in the office of both the President and President-Elect, the Past President shall serve in this capacity until an election can be held.
- d) Past President – In the event that the Past President is unable to fulfill this office, an appointment to fill the position will be made by the Board of Directors until the next regularly scheduled election is held.
- e) Secretary – In the event that the Secretary is unable to fulfill the duties of this office, a new secretary shall be appointed by the President, with Executive Committee approval, to serve out the unexpired term.
- f) Executive Secretary, Executive Treasurer, and Adjudication Director – In the event that the Executive Secretary, Executive Treasurer, or Adjudication Director is unable to fulfill the duties of that office, a replacement for that position shall be appointed by the President, with Executive Committee approval, to serve out the unexpired term.
- g) Area and Special Representatives – In the event that any Representative is unable to fulfill the duties of that office, a new Representative will be appointed by the President, with Executive Committee approval, to serve out the unexpired term.
- h) Nominating Committee – The Executive Committee of Bay Section shall act as the Nominating Committee for all special elections.

Section 14 - Special Circumstances related to Elections

- a) The Executive Committee, with the approval of the Board of Directors, may postpone the regularly scheduled election if there are special circumstances warranting such an action.
- b) Special Circumstances might include budget limitations to properly present the election, limited candidate response, or outside events which make the election untimely.
- c) The postponed election may be rescheduled for not earlier than thirty days and not more than ninety days from the regularly scheduled election. Additional postponement requires another Board of Directors approval.

ARTICLE V-Meetings

Section 1 - Board of Directors Meetings

The Board of Directors shall meet when called by the President or upon joint request of not less than four members of the Board. A majority of the members of the Board shall constitute a quorum for the transaction of business.

Section 2 - Executive Committee Meetings

The Executive Committee shall meet when called by the President or upon request of not fewer than three members of the Executive Committee.

Section 3 - General Meetings

Meetings of the total membership shall be held at the time and place designated by the President and Board of Directors.

Section 4 - Financing of Meetings

The locality which acts as host to the membership shall provide facilities necessary for the meeting. The Bay Section Secretary shall notify the membership of the meetings, and Bay Section shall bear the expense of such meetings.

Section 5 - Attendance

In the event that any Officer or Representative is absent from three meetings of the Board of Directors, including any committees of which that person is a member, according to the provisions of these Bylaws, that person may be removed from that Office by the Board of Directors.

ARTICLE VI-Amendments

The Constitution and Bylaws may be altered or amended by a majority vote of the members voting in the annual election, provided that formal written notice of such contemplated action shall have been given the active members at least 60 days before such election; or provided that the proposed amendment receives the approval of the Board of Directors and that formal notice of such contemplated amendment shall have been given the active members at least 24 hours before such election.

ARTICLE VII-Associated Organizations

Other statewide organizations whose primary interests are music education and whose members are required to belong to CMEA may become Associated Organizations upon approval of the Bay Section Board of Directors. Such organizations may request participation at conferences, and announcements through the Bay Section newsletter, *Tempo*. Representation of such organizations at Board meetings shall be through duly elected members of the Board.

ARTICLE VIII-Duties of Officers

Section 1 - President – The President shall:

- a) Serve as executive head of Bay Section.
- b) Preside at general meetings and meetings of the Board of Directors and Executive Committee.
- c) Have the power to appoint committees not otherwise provided for in the Bylaws.
- d) Make appointments as provided herein, with the approval of the Board of Directors.
- e) Call special elections when deemed necessary.
- f) Supervise the organization and implementation of Bay Section music festivals and conferences in the capacity of Chairperson. During the first year of office, the President shall serve as Chairperson of the Conference Committee. During the second year of office, the President shall serve as Chairperson of the Festival Committee (Article III, Sections 4 and 5 of the Bylaws).
- g) Represent Bay Section at the CMEA State Board meetings as scheduled.
- h) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 2 - President-Elect – The President-Elect shall:

- a) Assume the duties of President in the case of disability or absence of the President.
- b) During the first year of office, serve as Chairperson of the Festival Committee. During the second year of office, the President-Elect shall serve as Chairperson of the Conference Committee (Article III, Sections 4 and 5 of the Bylaws).
- c) Chair special assignments as made by the President.
- d) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 3 - Past-President – The Past-President shall:

- a) Assume the duties of President in the case of disability or absence of the President and President-Elect. In the event that vacancies occur in the office of both the President and

President-Elect, the Past President shall serve in those capacities until an election can be held.

- b) Chair special assignments as made by the President.
- c) Chair the committee appointed to review, and if necessary revise, the Bay Section Handbook.
- d) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 4 - Executive Secretary – The Executive Secretary shall, among other duties:

- a) Receive, execute and document all applications for festivals, conferences, honor groups, and other Bay Section-related activities.
- b) Transfer all monies received related to Subsection 4(a) to the Executive Treasurer for recording and deposit.
- c) Prepare all materials for festivals, conference, conference groups, and other Bay Section-related activities.
- d) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 5 - Executive Treasurer – The Executive Treasurer shall, among other duties:

- a) Receive and deposit all monies from Bay Section events into a commercial checking account and/or other accounts as directed by the Executive Board and/or Board of Directors.
- b) Oversee the filing of Federal and State tax documents and the payment of any annual fees assessed by those tax agencies.
- c) Oversee and maintain the insurance needs of Bay Section.
- d) Prepare all financial statements for Bay Section using generally accepted accounting practices.
- e) Handle all monies associated with Bay Section festivals and conference activities.
- f) The Executive Treasurer shall be bonded.
- g) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 6 - Adjudication Director – The Adjudication Director shall be responsible for:

- a) Hiring on a contractual basis all adjudicators for all festivals at a rate of remuneration which is set by the Bay Section Board of Directors.
- b) Assigning adjudicators to various festivals according to the evaluations made as to each adjudicator's specialty and competency.

- c) Maintaining the highest possible standards of adjudication as they pertain to the encouragement of better musical performance by students. Such maintenance shall include, but not be limited to, a review of the standards of adjudication as described in the Adjudication Section (IV) of this Handbook: Adjudication Standards.
- d) Recruiting competent adjudicators and maintaining an up-to-date list of names and record of experience.
- e) Maintaining an on-going system of adjudicator evaluation.
- f) Communicating to the Bay Section Board of Directors and the Festival Committee in all matters regarding adjudication.
- g) Periodically reviewing and updating the Adjudication Section of the Bay Section Handbook.
- h) Presenting a written evaluation of all adjudicators for review to the Executive Committee at the conclusion of each school year.
- i) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 7 - Secretary – The Secretary shall:

- a) Keep records of Bay Section, including correspondence, reports to the Board of Directors , including copies of minutes following each meeting; make a year-end summary of Board activities (i.e., conferences, festivals, and pilot programs).
- b) Handle all incoming and outgoing correspondence of Bay Section, as directed by the Board of Directors.
- c) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 8 - Medals Representative – The Medals Representative shall be responsible:

- a) Acquisition, distribution and accounting to the Area Representatives of all medals and plaques sold at various festivals or by mail order.
- b) Collecting, accounting and depositing with the Executive Treasure all receipts of medals and plaques for each festival.
- c) Studying and recommending to the Board possible changes in criteria for issuing awards, or in the type, number, or design of the various awards themselves.
- d) Communicating to the Bay Section Board of Directors and the Festival Committee in all matters regarding the responsibilities of the Medals Representative.
- e) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the By-Laws.

Section 9 - Public Relations Representative – The Public Relations Representative shall be responsible for:

- a) Promoting the activities and image of Bay Section .
- b) Contributing periodic articles to *Tempo* regarding activities and events of Bay Section CMEA.
- c) Arranging for the publication and distribution of the *Bay Section Handbook*.
- d) Providing for visual and audio documentation of major Bay Section events, except festival events.
- e) Arranging and organizing exhibitors for the Winter Conference.
- f) Serving as historian for Bay Section.
- g) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 10 - Tempo Editor – The *Tempo* Editor shall be responsible for:

- a) The quarterly publication and distribution of the Bay Section newsletter, entitled *Tempo*.
- b) Publication, editing, and distributing of any and all special notices or communications.
- c) Soliciting and editing of articles/items for *Tempo* which are relevant to the goals and interests of the organization and its membership.
- d) Publication of the Winter Conference Program.
- e) Layout (typesetting) of all Bay Section forms.
- f) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 11 - Webmaster – The Webmaster shall be responsible for:

- a) Maintaining the Bay Section website, and updating same as required.
- b) Maintaining domain registry.
- c) Assisting other Board members in web-based areas.
- d) Contributing periodic articles to *Tempo* regarding activities and events of Bay Section.
- e) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 12 - Festival Coordinators – The Festival Coordinators shall be responsible for:

- a) Securing Festival Site Host contracts from Area Representatives.
- b) Working effectively with the Executive Treasurer and Executive Secretary.
- c) Regularly communicating with Site Hosts.
- d) Coaching inexperienced Area Representatives.
- e) Preparing festival schedules, as needed.
- f) Accepting Festival entries from Executive Treasurer and/or Executive Secretary (mostly November through January).
- g) Being well-versed in Bay Section Festival Rules.
- h) Responding to member inquiries by email and telephone.
- i) Referring any issue not addressed in the Handbook to the Executive Committee and/or Board of Directors.
- j) Preparing reports for each Board meeting.
- k) Collecting Festival Evaluations, and distributing copies to the Area Representative.
- l) Following specific procedures as outlined in this Handbook for Large Group or Solo and Ensemble Festivals, as they apply.
- m) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 13 - Special Representatives – The Special Representatives shall be responsible for:

- a) Activities pertaining to their respective areas.
- b) Serving as organizing Chairpersons for said areas at Sectional Conferences.
- c) Overseeing all aspects of the Conference Band, Orchestra, and Choral groups.
- d) Arranging special festival sites for their special areas if directed by the Board of Directors to do so (e.g., Jazz Solo/Combo Festival).
- e) Contributing periodic articles to *Tempo* regarding activities and events of Bay Section.
- f) Selecting Band, Choral, Jazz, and Orchestra sight-reading materials for their areas of responsibility.
- g) Carrying out activities as described in the Music Festival Section of this handbook.
- h) The Special Representative for Music and Technology shall be responsible for maintenance of all

Bay Section computer equipment.

- i) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 14 - Assistant Special Representatives – The Assistant Special Representatives shall be responsible for:

- a) Assisting the Special Representatives, as requested.
- b) Assume the duties of the Special Representative, should the Special Representative be unable to continue.
- c) Assisting in all aspects of the Conference performance groups.
- d) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 15 - Area Representatives – The Area Representatives shall be responsible for:

- a) Representing all the music teachers in the area of Bay Section for which they have been appointed.
- b) Attending all meetings of the Board of Directors and of the Festival Committee.
- c) Attending the Bay Section Conference and completing duties as assigned by the Conference Chair.
- d) Serving as liaison between the Bay Section Board of Directors and recognized associated organizations within their respective areas.
- e) Working with the Public Relations Representative.
- f) Contributing periodic articles to *Tempo* regarding activities and events of Bay Section.
- g) Securing festival sites within the area for which appointed.
- h) Working directly with the Site Host regarding scheduling of festivals.
- i) Arranging for pre-festival, and post-festival procedures (see Festival Section of this handbook).
- j) Assisting in conducting the pre-festival Adjudicators meeting at each festival.
- k) Representing the Board of Directors at each festival when policies or festival procedures are involved (this is not the Site Host's responsibility).
- l) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 16 - Assistant Area Representatives – The Assistant Area Representatives shall be responsible for:

- a) Assisting the Area Representative for their appointed area, as directed.
- b) Attending the Bay Section Conference and completing duties as assigned by the Conference Chair.
- c) Upon completion of term shall complete the obligations of the office as stated in Article VIII, Section 19 of the Bylaws.

Section 17 - Conference Host – The Conference Host shall be responsible for:

- a) Obtaining all facilities necessary for the Bay Section Conference.
- b) Coordinating all physical aspects of the Conference, including, but not limited to, required meeting areas, performance and rehearsal areas, dining facilities, personnel to assist in the operation of the conference, and acting as the person communicating with the facility owners.

Section 18 - Site Host – The Site Host shall be responsible for:

- a) Obtaining all facilities necessary for the specific festival they are hosting.
- b) Scheduling performers/groups, as necessary.
- c) Preparing and disseminating all necessary correspondence.
- d) Coordinate all physical aspects of their festival, including, but not limited to, required meeting areas, warm-up, performance and sight-reading/clinic areas, headquarters, areas for posting ratings, required meals for adjudicators, personnel to assist in the operation of the festival and acting as the person communicating with the facility owners.
- e) Following specific instructions in Section II of this Handbook.

Section 19 - Outgoing Officers, Directors, Coordinators and Representatives –The Outgoing Officers, Directors, Coordinators and Representatives shall:

- a) Be responsible for training successors and turning over a complete record of activities from the prior term to the new officer, director, coordinator or representative.

ARTICLE IX – Bay Section Activities

Festivals, conferences, and other activities in Bay Section will be operated according to responsibilities and job descriptions as outlined in the Bylaws.

ARTICLE X – Incorporation Information

Section 1 - Date of Incorporation – The Bay Section of California Association for Music Education was incorporated on: September 1, 1961.

Section 2 - Date of Passing of By-Laws – The By-Laws of the Bay Section of California Association for Music Education were passed on: September 1, 1961