# OMEA Policies & Procedures

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OMEA Policies & Procedures  Updated 1/19/2020

ARTICLE 1. NAME AND PURPOSE

SECTION (1) A. NAME The name of the organization shall be the Oregon Music Education Association.

SECTION (1) B. PURPOSE The association shall function as a nonprofit educational association whose purpose is to provide professional in-service educational experiences through district and state conferences, clinics, and journals for music educators and music students in Oregon’s schools. The association will provide leadership for district and state educational activities in music to serve the students of Oregon.

SECTION (1) C. MISSION STATEMENT (1/11/03) The Oregon Music Education Association promotes excellence in music education and serves the professional needs of music educators.

SECTION (1) D. CORE BELIEFS (1/9/04)

i. The act of making music inspires creative passion and encourages aesthetic sensitivity.

ii. Through music we have a powerful way to express meaning in our lives.

iii. Music is a celebration of our humanity.

iv. All students deserve to have access to a quality music education taught buy a qualified music educator.

SECTION (1) E. AFFILIATION The Oregon Music Education Association (OMEA) shall function as a state unit of the National Association for Music Education (NAfME).

SECTION (1) F. RELATIONSHIPS The organization shall maintain a close relationship with the Oregon State Department of Education and the Oregon School Activities Association. Through affiliation with the National Association for Music Education and its Northwest division, OMEA shall have an active relationship with other affiliated state music education associations as provided in the constitution and bylaws of NAfME.

SECTION (1) G. COMMUNICATION The official magazine shall be called The Oregon Music Educator. The official website shall be www.oregonmusic.org. The official email shall be oregonmusicdirector@gmail.com. The official group email messages sent to members shall be the OMEA Update.

SECTION (1) H. MUSIC STANDARDS (5/30/2015) The official Music Standards are the current National Music Standards.

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ARTICLE 2. MEMBERSHIP

SECTION (2) A. ACTIVE MEMBERSHIP Any person engaged in music education may become an active member of this association upon payment of prescribed dues. Active members whose dues are currently paid shall have the privilege of voting.

SECTION (2) B. COLLEGIATE MEMBERSHIP Any college or university student within the state of Oregon who is a collegiate member of NAfME shall automatically become a member of the state organization.

SECTION (2) C. RETIRED MEMBERSHIP Retired membership shall be open to former professional music educators. Full membership shall be maintained including voting rights.

SECTION (2) D. SUSTAINING MEMBERSHIP Sustaining membership is open to businesses, institutions, and individuals. Sustaining members will receive the Oregon Music Educator journal and the OMEA Update. They will be listed on all major publications. Sustaining members are welcome to attend all district and state functions upon paying proper fees. Sustaining members may not vote.
SECTION (2) E. MEMBERSHIP BENEFITS  Active membership benefits shall include participation in conferences, advocacy, professional development, district and state honor groups, district and state solo festivals, large group festivals, grants, member directory online, collegiate OMEA, the Oregon Music Educator, the OMEA Update, and more.

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ARTICLE 3. DUES

SECTION (3) A. ACTIVE MEMBERSHIP DUES  Dues for OMEA Active Members shall be the combined total of OMEA dues and the cost of membership in the National Association for Music Education as prescribed in the NAfME constitution.

SECTION (3) B. INTRODUCTORY DUES  Dues for first-year teachers shall be one-half (1/2) of the OMEA/NAfME active membership dues.

SECTION (3) C. DUES FOR COLLEGIATE MEMBERS  There shall be no dues for collegiate members other than those required by NAfME.

SECTION (3) D. DUES FOR RETIRED MEMBERS  Dues for retired members shall be one-fourth (1/4) of the OMEA active membership dues, plus the cost of membership in NAfME as prescribed in the NAfME Constitution.

SECTION (3) E. DUES FOR SUSTAINING MEMBERS  Dues for all sustaining memberships shall expire on July 31st for all members irrespective of the month in which they registered.

1. No refunds for membership fees

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ARTICLE 4. BOARD OF CONTROL

SECTION (4) A. EXECUTIVE OFFICERS  The executive officers (executive board) shall consist of President, President Elect, second-vice President, past President, Treasurer, All-State Ensembles Chair, and the Executive Director. The following board positions shall be filled by election by the members; President, President Elect, second vice President. Excluding the Executive Director all officers have full voting privileges on the board of control. In the case of a vote by the Executive Committee, if there is a tie that the Exec Director is the tie-breaker. This is the only instance in which the Executive Director has a voting right. (8-2019)

SECTION (4) B. AREA CHAIRS  Where appropriate, the board of an affiliate organization shall select or elect their representative on the OMEA board. The President of the Oregon Chapter of the American Choral Directors Association (ACDA) shall appoint one member of the board of control. The President of the Oregon Band Directors Association (OBDA) shall appoint one member of the board of control. All chairs must be members of OMEA and have full voting privileges on the board of control.

SECTION (4) C. OBDA OFFICERS OMEA RESPONSIBILITIES (9/16/2015)

1. The OBDA Past-President will serve as the OMEA Band Area Chair and will be the liaison between OMEA and OBDA. This will be a two-year position where they will make recommendations for band sessions with the conference managers.
2. The OBDA President will serve as the All-State Wind Ensemble Group Manager. They will be in charge of the screening process and will work with the OMEA Executive Director on the placement of wind players and percussionists in the honor groups.
3. The OBDA President-Elect will serve as the All-State Symphonic Band Group Manager. They will also work with the President on student placement in Honor Groups.
SECTION (4) D. AREA CHAIRS The following music education area chairs shall be elected by the general membership: • Elementary • General • Jazz • Orchestra

SECTION (4) E. DISTRICT CHAIRS District chairs shall be the elected chairs from OMEA districts, and all chairs shall have full voting privileges on the board of control. Rotation of district chair elections is the spring of the even/odd year for the corresponding even/odd district. New District Chairs assume their position the fall of the same year. (8-2019)

SECTION (4) F. STANDING COMMITTEE CHAIRS Standing committee chairs may be appointed and terminated by the President as needed. Standing committee chairs do not have voting privileges.

SECTION (4) G. SPECIAL LIAISON REPRESENTATIVES Special liaison representatives may be invited to meetings of the board of control as deemed necessary. Special liaison representatives do not have voting privileges.

SECTION (4) H. RECORDING SECRETARY The recording secretary shall be appointed by the President Elect with approval from the executive board. The recording secretary shall be appointed to record the minutes and make corrections to the minutes at each board meeting and distribute them electronically to the Executive Directors to be posted on the website. The recording secretary does not have voting privileges.

ARTICLE 5. BOARD OF CONTROL DUTIES

OFFICERS

Titles: The officers of this corporation shall be the President, President Elect, 2nd vice President, past President, Treasurer, and All-State Ensembles Chair.

Term: Each officer shall serve a term of two years. An officer may be re-elected or re-appointed without limitation to the number of terms s/he may serve. Presidents serve three, two-year terms; first term as President Elect, the second term as President, and the third term as past President.

Vacancy: A vacancy of any office shall be filled no later than the first regular meeting of the board of control following the vacancy. Vacancies in state offices may be temporarily filled by the executive board upon recommendation of the President. In the event of the vacancy of the office of the President, the past President will assume the office of President to complete the term.

Other Officers: The board of control may elect or appoint other officers, agents and employees as it shall deem necessary and desirable. They shall hold their offices for such terms and have such authority and perform such duties as shall be determined by the board of control.

SECTION (5) A. PRESIDENT The President shall:
1. Be the chief officer of the corporation and shall act as the chair of the board.
2. Preside at all meetings.
3. Work with the Treasurer and the President Elect to prepare an annual budget.
4. Attend all board and executive board meetings. Attend and help with the state conference.
5. Be responsible for the general administration of duties of the association, and serve as liaison between the NAfME office, the Northwest Division of NAfME, and the state.
6. Be responsible for the appointment of such officers and committees as outlined in the by-laws and policies and procedures, and as necessary to assure that the responsibilities assumed by OMEA are carried out.
7. Maintain a continuing file and records of association business. Files of historical importance shall be given to the historian and deposited in the OMEA Historical Archives. Permanent files will be given to the Executive Director.
8. Act as coordinator and advisor to district chairs.
9. Act as advisor to state conference chairs.
10. Be responsible for a magazine article in each issue of the Oregon Music Educator.

SECTION (5) B. PRESIDENT ELECT  The President Elect shall:
1. Assume the duties of the President in the absence of the President.
2. Hold overall responsibility for all record keeping and all corporate funds.
3. Attend all board and executive board meetings.
4. Either record the minutes of all proceedings of the board of control or arrange for the minutes to be taken.
5. Authenticate the records of the corporation (minutes, records and legal paperwork).
6. Serve as general chair of the even year state conference and All-State.
7. Develop a budget for the even year state conference and All-State in conjunction with the President and the Treasurer.
8. Attend and help with the odd year state conference and All-State.
9. Assume the office of President upon the completion of his/her term. If the President Elect is unable to do so, the Immediate Past President will assume the office of the President to complete the term.
10. Be responsible for a magazine article in each issue of the Oregon Music Educator.

SECTION (5) C. SECOND VICE PRESIDENT  The Second Vice President shall:
1. Assume the duties of the President in the event of the incapacity of both the President and the President Elect.
2. Attend all board and executive board meetings. Attend and help with state conference.
3. Serve as general chair of the odd year state conference.
4. Develop a budget for the odd year state conference and All-State for the board of control, in conjunction with the President and the Treasurer.
5. Be responsible for a magazine article in each issue of the Oregon Music Educator.

SECTION (5) D. IMMEDIATE PAST PRESIDENT  The Immediate Past President shall:
1. Serve as the advisory officer of the board of control.
2. Attend all board and executive board meetings. Attend and help with state conference.
3. Serve as coordinator for the exhibits at the state conference or may designate a coordinator to assume this responsibility.
4. Act as advisor to state conference chair.
5. Be responsible for maintaining the process and schedule for the election of new officers.
6. Be responsible for collecting and maintaining the nominations of candidates for OMEA awards.
7. Be responsible for awards and the distribution of awards at the state conference.
8. In the event of the vacancy of the office of the President, the past President will assume the office of President to complete the term.
9. Be responsible for a magazine article in each issue of the Oregon Music Educator.

SECTION (5) E. TREASURER  The Treasurer shall:
1. Have overall responsibility for all corporate funds.
2. Maintain accurate accounts of all financial records of the corporation.
3. Deposit all monies and other valuable effects in the name and to the credit of the corporation, in such depositories as may be designated by the board of control.
4. Disburse all funds when proper to do so, only after approval by the Executive Director or President.
5. Present a report at every board of control meeting as to the financial condition of the corporation.
6. Attend all board and executive board meetings.
7. Attend and help with state conferences.
8. Be responsible for and work with the Executive Director in the organization and operation of conference
registration.
9. Be responsible for the acquisition and updating of the Liability “Full Range Coverage” Policy for the corporation. This policy will be designed to include coverage for activities of the OMEA Board and its 15 districts, including liability for conventions, meetings, music festivals and contests, honor groups, and surety bonds.
10. Maintain a close working relationship with the corporation’s certified public accountant (CPA), who will examine all financial transactions of the corporation. At the end of the fiscal year, ending June 30th, review the finances with the CPA and present a comprehensive report to the board of control fall meeting.
11. Oversee and review all tax statements and all tax liabilities with the corporation’s CPA.
12. Advise OMEA district chairs and Treasurers on tax liabilities and monitor their districts’ financial activities and reports.

SECTION (5) F.

SECTION (5) G. BAND, CHORAL, JAZZ AND ORCHESTRA AREA CHAIRS shall:
1. Consult with the All-State group managers and the conference chair on hiring conductors for the All-State honor groups.
2. Be responsible for reviewing conference session proposals in their designated areas.
3. Appoint screening committees in their respective areas for the selection of students for All-State and All-Northwest honor groups.
4. Responsible for a magazine article in each issue of the Oregon Music Educator.
5. Attend all board meetings.

SECTION (5) H. ELEMENTARY CHAIR The Elementary Chair shall:
1. Consult with the All-State group managers and the conference chair on hiring conductors for the All-State honor groups.
2. Be responsible for activities to assist teachers in elementary school music classes.
3. Be responsible for reviewing conference session proposals in their designated areas.
4. Responsible for a magazine article in each issue of the Oregon Music Educator.
5. Attend all board meetings.

SECTION (5) I. GENERAL MUSIC The General Music Chair shall:
1. Consult with the All-State group managers and the conference chair on hiring conductors for the All-State honor groups.
2. Be responsible for activities to assist teachers in intermediate and secondary general music classes.
3. Be responsible for activities that correlate music and the humanities in junior high, middle school and high school.
4. Be responsible for reviewing conference session proposals in their designated areas.
5. Responsible for a magazine article in each issue of the Oregon Music Educator.
6. Attend all board meetings.

SECTION (5) J. SMTE The SMTE Chair shall:
1. Represent higher education on the board of control.
2. Be responsible for activities involving music teacher education representing community colleges, colleges and universities.
3. Keep the board of control informed of developments in the teacher preparation programs in the state.
4. Serve as liaison officer between the Oregon State Department of Education and the OMEA.
5. Keep members informed of new developments in music and music education research.
6. Be responsible for the reviews of proposals for conference sessions in their designated areas.
7. Responsible for a magazine article in each issue of the Oregon Music Educator.
8. Attend all board meetings.

SECTION (5) K. DISTRICT CHAIRS The District Chairs shall:
1. Attend or find representative to attend all board of control meetings.
2. Represent their districts on the board of control.
3. Submit a written report for presentation at the board of control meetings.
4. Be responsible for coordinating all district events/activities.
5. Consult and carry out specific duties as listed in the district chair’s handbook.
6. Attend all board meetings.

SECTION (5) L. CNAfME REPRESENTATIVE The CNAfME Representative shall:
1. Require a commitment for supervision by your university or college advisor.
2. Rotate every two years, if possible, between universities and colleges that have CNAfME chapters with an active, willing advisor.
3. Maintain a list of all collegiate CNAfME members and chapters in Oregon.
4. Organize and schedule CNAfME participation in the state conference.
5. Communicate with CNAfME collegiate chapters regularly.
6. Attend the CNAfME National Congress/National Assembly, report back to the board, contribute a journal article in the Fall issue, and encourage CNAfME participation from other chapters. (8/16/2018)
7. Attend all board meetings.

SECTION (5) M. MEMBERSHIP CHAIR The Membership Chair shall:
1. Obtain a list of new members from the Executive Director and send an email to the new members welcoming them to the organization and inviting them to become involved in OMEA - sponsored events.
2. Develop a list of music teachers who are not members of OMEA and send them an invitation to join the organization periodically.
3. Oversee the maintenance of current and accurate membership lists.
4. Attend all board meetings.

SECTION (5) N. ADVOCACY CHAIR The Advocacy Chair shall: (9/20/10)
1. Recruit, convene, and chair the Advocacy Committee.
2. Assist the advocacy committee to develop and maintain advocacy plans and strategies such as educating stakeholders about the importance of sequential music education taught by qualified music educators, legislative/policy recommendations/actions, outreach events/projects, mentors/consultants for local advocates, celebrations for successful local advocacy projects, an advocacy contacts list, the Oregon Music Advocacy Facebook page, and a database of music classes currently being offered in Oregon schools.
3. Maintain and be responsible for the activities of the Advocacy Committee.
4. Report actions and progress to the OMEA President regularly.
5. Prepare and distribute Advocacy Goals to the OMEA Board of Control at board meetings.
6. Work with the Executive Director to annually update the music advocacy section of the OMEA website.
7. Represent the OMEA as a member of the NAfME Advocacy Leadership Force, or, with the approval of the OMEA President, appoint a delegate.

The following positions are NON-VOTING:

SECTION (5) O. HISTORIAN The historian shall maintain archives documenting all OMEA activities and publications
SECTION (5) P. RETIRED MUSIC EDUCATOR REPRESENTATIVE The retired music educator representative shall maintain a list of all retired music educators and have a program for regular annual communication with music education retirees.

SECTION (5) Q.

SECTION (5) R. SPECIAL BOARD REPRESENTATIVES AND LIAISONS: OSAA State Solo Contest Chair, OMEA State Chamber Ensemble Championship Chair, OSAA State Choir Championship Director, OSAA State Band & Orchestra Championship Director, Conference Exhibit and Sustaining Membership Chair: With the approval of the board of control, the officers and chairs of the association may delegate any of the above responsibilities to another member of the association.

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ARTICLE 6. ELECTIONS AND APPOINTMENTS

SECTION (6) A. TERMS OF OFFICE Each elected and appointed officer on the board of control shall serve a two-year term.
1. Newly-elected officers will assume nonvoting positions on the board of control until July 1st, when their counterparts leave the board, and they become voting members.
2. The Treasurer shall be appointed by the President, with the approval of the executive board, for a two-year term beginning July 1st following the election. The term is renewable at the discretion of the President and the executive board.
3. The recording secretary shall be appointed by the President Elect, with the approval of the executive board, for a two-year term beginning July 1st following the election. The term is renewable at the discretion of the new President Elect and the executive board.
4. Any non-voting positions not decided by election will become appointed positions for the duration of that term.

SECTION (6) B. NOMINATING COMMITTEE The nominating committee shall be appointed by the Immediate Past President with the approval of the board of control. The President shall not serve on the nominating committee. The nominating committee shall present a slate of two (2) candidates for each elective office at the fall meeting of the board of control or via web-based communication. The nominating committee shall prepare ballots according to established deadlines. Election of the 2nd Vice President will take place during odd-numbered years. Election of all other officers will take place during even-numbered years. At least thirty (30) days prior to the election, the candidates’ backgrounds, including their contributions to the Oregon Music Education Association, shall be made available on the website or as an article in the fall issue of the Oregon Music Educator.

SECTION (6) C. ELECTIONS Electronic voting for state board officers and on general membership issues will be a function of the OMEA website. The results will be posted on the website within five days following the election. The results shall also appear in the first issue of the Oregon Music Educator following the election.

SECTION (6) D. VOTING BY ELECTRONIC BALLOT Any action that may be taken at a meeting of the members may be taken without a meeting if the corporation delivers a written electronic ballot to every member entitled to vote on the matter by email. The written electronic ballot shall set forth the proposed actions and provide an opportunity to vote for or against each proposed action. All solicitations for votes by written electronic ballot shall indicate that the number of ballots received will satisfy the quorum requirement and specify a reasonable time by which the ballot must be received by the corporation in order to be counted.

SECTION (6) E. ELECTION SCHEDULE Spring – President and board appoints nominating committee. Fall board meeting – nominating Committee presents slate. November – biographies of candidates submitted to
Executive Director to be posted to the website and a link sent to the membership via email. February – election (held online) results announced as soon as is reasonably possible. Spring board meeting – new officers join board of control.

SECTION (6) F. DUTIES OF NEWLY-ELECTED OFFICERS Newly-elected officers will immediately begin to attend meetings of the board of control as non-voting members until their terms begin on July 1st. Their duties include: becoming familiar with the functioning of the board and with their respective job descriptions as outlined in the policies and procedures.

SECTION (6) G. VACANCIES IN OMEA POSITIONS Vacancies in any OMEA position may be temporarily filled by the board of control upon the recommendation of the President.

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ARTICLE 7. GOVERNMENT

SECTION (7) A. GOVERNANCE The members of the board of control, listed in Article 4, Sections 1 through 4, shall function as general administrators for the affairs of the association. Each board position listed as a voting member may vote.

SECTION (7) B. QUORUM A quorum of the board of control shall consist of a majority of the voting members of the board.

SECTION (7) C. EXECUTIVE DIRECTOR Executive Director may be appointed to a part-time position by the executive board with the approval of the board of control. The Executive Director will not present motions or vote; they will serve as ex-officio members. In the case of a vote by the Executive Committee, if there is a tie that the Exec Director is the tie-breaker. This is the only instance in which the Executive Director has a voting right. (8-2019)

SECTION (7) D. RULES OF ORDER Meetings shall be conducted according to Robert’s Rules of Order.

SECTION (7) E. BOARD OF CONTROL MEETINGS The members of the board of control shall hold three regular meetings per year — fall, winter, and spring — with dates to be selected by the President. The President may call additional meetings if the affairs of the association warrant doing so.

SECTION (7) F. EXECUTIVE BOARD MEETINGS The executive board shall hold a meeting prior to the fall board of control meeting. The President may call additional meetings when necessary.

SECTION (7) G. EMERGENCY MEETINGS Special meetings of the members shall be held at the call of the board of control, or by the call of the holders of at least five percent of the voting power of the corporation by a demand signed, dated, and delivered to the corporation’s recording secretary. Such demand by the members shall describe the purpose for the meeting.

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ARTICLE 8. ADMINISTRATION

SECTION (8) A. EXECUTIVE DIRECTOR The Executive Director shall abide by the Job Description and the Contract for Employment as developed by the executive board.

SECTION (8) B. FINANCES The Treasurer and Executive Director shall be authorized to do business with the bank on behalf of OMEA.

SECTION (8) C. BUDGETING PROCESS (9/15/12)
1. The Treasurer, first vice President, second vice President, and President shall meet in April to craft the conference budget for the conference occurring the following fiscal year.
2. The conference budget will be presented to the full board of control at their spring meeting.
3. The executive board meets between the spring board meeting and end of the fiscal year to create an operating budget for the following fiscal year. The Treasurer will present the operating budget to the full board for approval at the fall meeting.
4. The annual review of the Executive Director will also be held at the executive board meeting prior to the end of the fiscal year. This will enable the budget to accurately reflect their salary for the coming year.
5. Budgets will be kept on the website. Past budgets will remain on the website for historical purposes. 6. An accounting firm will create a bound record "level of surety" report annually.

SECTION (8) D. ADMINISTRATIVE EXPENSES The income from membership fees shall be applied only toward the administrative expenses of the state organization. Expenses for administration of state-level contests (solo and large groups) shall be provided by the Oregon School Activities Association. Expenses incurred by any other special activities, such as contests, clinics, All-State groups, and conferences, shall be covered by registration or enrollment fees paid by the participants unless specifically approved by a two-thirds (2/3) vote of the board of control.

SECTION (8) E. TRAVEL POLICY visit website
https://www.oregonmusic.org/policies_procedures.html

SECTION (8) F. STRATEGIC PLAN (To be developed by the board of directors).

SECTION (8) G. REFUND POLICIES visit website (1/19/2020)
https://www.oregonmusic.org/policies_procedures.html

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ARTICLE 9. DISTRICTS

SECTION (9) A. DISTRICTS The state shall be divided into districts by the board of control, with appropriate notification given to the Oregon School Activities Association.

SECTION (9) B. GOVERNANCE Each district shall elect a chair who shall be administrative head of the district’s activities. Other district offices will be filled according to district policy—either by election of the voting members of OMEA, or when necessary, by appointment. The chair shall be elected for a two-year term and take office at a spring business meeting of the district. Odd-numbered districts shall renew their slate of officers on odd-numbered years, and even-numbered districts shall renew theirs on even-numbered years.

SECTION (9) C. COMMITTEES The district chairs may, at their discretion, appoint special committees to serve within the district.

SECTION (9) D. RULES AND REGULATIONS In all matters pertaining to the functions of the district business, the district chair shall be governed by the general rules and regulations of the board of control.

SECTION (9) E. QUORUM A quorum of the district unit shall consist of those present at a business meeting who are members of that district, provided all members have been given a two-week notice by mail prior to the said meeting.

SECTION (9) F. DISTRICT MEETINGS/CONFERENCES Annual meetings or conferences of the districts shall be held each fall prior to Thanksgiving. Districts may join together to sponsor a fall conference if they choose. Members of the districts shall be notified by the district chair by email at least two weeks prior to the meetings.

1. District chairs are encouraged to organize district activities during the statewide in-service to provide items of interest for music teachers.
2. District mentoring and social events are also encouraged.
3. There shall be time provided for a short business meeting.
4. Activities within the district should be reported by the district chair at the board of control meetings.

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ARTICLE 10. COPYRIGHT

SECTION (10) A. COPYRIGHT LAW SHALL BE OBSERVED (9/23/00) The board established as policy of NAfME (OMEA) that copyright laws shall be observed, and that improper and unauthorized use of music and other printed materials protected under that law shall be prohibited in all conference activities.

SECTION (10) B. MECHANICAL LICENSE SECURED (9/23/00) It is the policy of NAfME (OMEA) that no commercial recording of music at NAfME (OMEA) conventions will be permitted unless a mechanical license has been or will be secured. It is further policy that NAfME (OMEA) may offer its members recordings of sessions at NAfME (OMEA) conventions by contracting with a competent recording firm who shall act as NAfME's (OMEA's) agent in all transactions at conventions and for subsequent orders.

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ARTICLE 11. STATE CONFERENCE

SECTION (11) A. STATE CONFERENCE These conferences may be held in any community in the state upon acceptance by the board of control of an invitation from the community.

SECTION (11) B. ANNUAL STATE CONFERENCE (9/27/03) OMEA will sponsor an annual convention. An exception may occur on years when the NW NAfME convention is hosted in Oregon. The state conference will preferably occur on Martin Luther King holiday weekend.

SECTION (11) C. NAfME/OMEA TEACHER MEMBERSHIP REQUIRED (9/16/06) NAfME/OMEA membership is required for school music teachers to attend OMEA conferences.

SECTION (11) D. COLLEGIATE STUDENTS (8/16/2018)
1. Collegiate students must be members of CNAfME to attend the state conference.
2. CNAfME students must register for the state conference online prior to the conference.

SECTION (11) E. CONFERENCE HONORS CONCERTS (1/12/2002) Admission will not be charged to community members or parents who attend concerts by invited performing groups serving as conference performances (rather than All-State performances). Admission will be charged for all All-State honor high school and middle school concerts.

SECTION (11) F. CONFERENCE MANAGEMENT COMPENSATION (5/19/01 and 1/05) OMEA will provide conference registration and 1/2 of a double occupancy rooms during conferences for area chairs, executive board, group managers, equipment manager, and the exhibit chair.

SECTION (11) G. CONFERENCE REGISTRATION REFUND POLICY (1/19/2020)
1. No refunds will be given for teachers with All-State students.
2. For conference attendees without All-State students: Cancelation 16 – 30 days from the start of the conference – Registrants will receive a 50% refund. Cancelation 0 – 15 days from the start of the conference will not receive a refund, regardless of circumstance.

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ARTICLE 12. ALL-STATE

SECTION (12) A. TEACHER MEMBERSHIP AND CONFERENCE REGISTRATION REQUIRED (5/22/04) Teachers of students of all ages in OMEA honor groups shall be required to register for the full conference, pay in full, and
be current NAfME/OMEA members. If found to be in violation, that school's specific discipline (i.e., band, orchestra, choir) will be sanctioned from participating in honor groups until the bill is paid in full.

SECTION (12) B. ELEMENTARY, MIDDLE SCHOOL, AND JUNIOR HIGH TEACHERS
1. All teachers must be registered and be present at the conferences where they have honor group participant(s). (9/23/00)
2. Elementary Honor Choir: students at the state and the district level must be selected by director recommendation, not by taped or live audition. Events not following these guidelines will not be OMEA-sanctioned and may not use OMEA state or district funds. (1/12/02)
3. Middle and Junior High School Honor Ensembles:
   i. Middle and Junior High School Honor Band and Orchestra: Students who wish to audition for middle and Junior High school All-State band and/or orchestra are required to record and submit three tracks online, in order for students to demonstrate the skill sets required for All-State (refer to official audition materials posted on the OMEA website for specific requirements):
   - Band
     - Chromatic Scale
     - One lyrical etude
     - One technical etude
   - Orchestra
     - Instrument-specific scale
     - One lyrical etude
     - One technical etude
   (5/16/18)
   ii. Middle and Junior High School All-State Honor Choir: Students nominated for middle and junior high school All-State Choir are required to record and submit to the OMEA website an unaccompanied 5-tone ascending and descending scale using solfège, numbers, or la, to ensure that students are placed in the correct voice part and can match pitch. (Refer to official audition materials posted on the OMEA website for specific requirements). (5/18/13)
   iii. At least one student from each school who meets the eligibility requirements will be selected into All-State. (5/18/13)
4. By participating in the nomination and/or audition process, teachers agree to adhere to all deadlines set by OMEA and understands that all deadlines are final.

SECTION (12) C. HIGH SCHOOL TEACHERS (1/12/02) High school teachers sending students to the All-State honor groups are required to register for the conference. A music teacher from the participating school and/or OMEA-approved representative must also attend the conference.

SECTION (12) D. ALL-STUDENTS OMEA will follow eligibility guidelines established by OSAA; we advise checking the OSAA website http://www.osaa.org to see if there are changes to the following guidelines.
1. To be eligible for an All-State honor group, the music student shall be enrolled in the class for the appropriate performing ensemble for the instrument/voice on which they are auditioning.
2. Where there is no corresponding musical group offered at school, a student must be an active participant in another school music program at their school and have the approval of the teacher of that music class.
3. We welcome home school students as long as they are regularly participating in a school music class, offered for credit, and taught by a current OMEA member.
4. If there is an appropriate performing ensemble available at the school and the student does not participate in the school program, the student may NOT participate in All-State.
5. The OMEA member teacher submitting the student audition must attend the conference and accept all the responsibilities of a teacher with an All-State student, if the student is selected. (Updated 5-18-2019)
6. If there are no music classes offered in the school the student attends, students may be recommended by an OMEA member who teaches/taught the student. The OMEA member must attend the conference and accept all the responsibilities of a teacher with an All-State student.
7. Students must be regularly participating in a school music program from the time of application through the time of the event.
8. Students must meet OSAA’s academic requirements and personal conduct rules to participate in All-State.
9. Students are required to stay in the hotel that their performing group is assigned with other All-State students. Students with extenuating circumstances may stay in the All-State hotel with their parents upon the approval of the executive board. The decision of the executive board is final. Emails concerning special needs requests must be sent no later than 2 months prior to the event. Email requests to the Executive Director at oregonmusicdirector@gmail.com.
10. All-State participants must be registered (with all forms completed and signed by all appropriate parties) and paid prior to posted deadline.
11. Students will not be admitted unless forms are complete, and payment made.
12. Unless otherwise stated, All-State participants shall wear performance attire appropriate to their individual school music program policies.
13. No refunds shall be made except for medical or family emergencies within 10 days of the event. A letter from a physician for medical excuses, or parent/guardian for family emergencies, must accompany the request for refund. Each case will be determined on a case-by-case basis by the Executive Board. In either case, 50% of the fee will be retained. (1/19/2020)

SECTION (12) E. AUDITIONS
1. Teachers and students may not electronically or otherwise enhance any recordings. By submitting the audition materials online, the director attests that these conditions were met. (5/30/2015)
2. If the screening committee agrees that a recording has likely been electronically altered or enhanced, that recording will be disqualified. The decision of the screening committee will be final.
3. By submitting the audition materials online, the director agrees to adhere to all deadlines set by OMEA and understands that all deadlines are final.
4. Audition screening fees are non-refundable. (1/19/2020)

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ARTICLE 13. SOLO CONTEST

SECTION (13) A. STATE SOLO CHAIR (9/27/03) The state solo contest chair shall be a President appointed position with no specified term limit. This is an OSAA sanctioned event that OMEA supports. The chair is responsible for organizing State Solo Contest. The chair works hand-in-hand with OSAA personnel and supports OSAA rules.

SECTION (13) B. SUBSIDIZE ADJUDICATORS LODGING (9/24/05) OMEA shall subsidize housing costs for State Solo Contest adjudicators to allow each adjudicator a single room.

SECTION (13) C. DISTRICT SOLO CONTEST CHAIRS RESPONSIBILITIES
1. Organize the district solo contest and follow the instructions provided by the state solo chair.
2. Duties include: communicating with district music teachers, setting the date, obtaining the venue, hiring qualified judges, creating a performance schedule, publicizing the contest, and requesting proof of insurance
from the OMEA office if the venue requires it.
3. Check eligibility: music teachers must be current OMEA members and schools must be current OSAA members.
4. Provide the dates of your contests to the OSAA and the OMEA offices.
5. Complete all of the tasks prior to the deadlines.

SECTION (13) D. TEACHER ELIGIBILITY AND RESPONSIBILITIES A teacher must be a current member of OMEA to recommend students to participate in district and state solo contests.

1. Obtain three legal copies of the score, one for each judge. Accompanists and performers may read from work copies, but the judges scores must be legal copies (a normal, printed score, an e-print document with proof of purchase attached, a photocopy of an out of print edition with publishers’ permission to duplicate attached, or a photocopy of an unavailable or back-ordered part with the vendor’s receipt attached stating that the part has been purchased but was unavailable).
2. For the state contest, label scores with contestant numbers, not names.
3. Register your students for the solo contests by the posted deadlines.

SECTION (13) E. STUDENT ELIGIBILITY OMEA will follow eligibility guidelines established by OSAA. Check the OSAA website to see if there are changes to the following guidelines 
http://www.osaa.org/governance/handbooks
1. Students must meet OSAA’s academic requirements and personal conduct rules to participate in the state solo contest.
2. Students must participate in an OMEA district solo contest and achieve the highest scores at the district contest to participate in the state solo contest.
3. District solo contest shall be limited to students in grades 9, 10, 11, and 12. Ninth-grade students must be listed with the high school they will attend.
4. Solo contest accompanists may be adults.
5. Participants must be registered (with all forms completed and signed by all appropriate parties) and paid prior to the posted deadline.
6. Alternates NOT SELECTED for the State Chamber Ensemble Championship will receive a full refund. For all other Registered and SELECTED Chamber Ensembles, No refunds shall be made. All sales are final.

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SECTION (14) A. CHAMBER ENSEMBLE CHAIR The state chamber ensemble contest chair shall be a President appointed position with no specified term limit. The chair is responsible for State Chamber Ensemble Contest. This event is sponsored by OMEA and the chair is responsible to the OMEA board of directors.

SECTION (14) B. SUBSIDIZE ADJUDICATORS LODGING (9/24/05) OMEA shall subsidize housing costs for State Chamber Ensemble Contest adjudicators to allow each adjudicator a single room.

SECTION (14) C. DISTRICT CHAMBER ENSEMBLE CONTEST CHAIR RESPONSIBILITIES

1. Organize the district Chamber Ensemble contest and follow the instructions provided by the State Chamber Ensemble chair.
2. Duties include: communicating with district music teachers, setting the date, obtaining the venue, hiring qualified judges, creating a performance schedule, publicizing the contest, and requesting proof of insurance from the OMEA office if the venue requires it.
3. Check eligibility: music teachers must be current OMEA members and schools must be current OSAA
members.
4. Provide the dates of your contests to the OSAA and the OMEA offices.
5. Complete all of the tasks prior to the deadlines.

SECTION (14) D. TEACHER ELIGIBILITY AND RESPONSIBILITIES A teacher must be a current member of OMEA to recommend students to participate in district and state chamber ensemble contests.
1. Obtain three legal copies of the score, one for each judge. Accompanists and performers may read from work copies, but the judges scores must be legal copies (a normal, printed score, an e-print document with proof of purchase attached, a photocopy of an out of print edition with publishers’ permission to duplicate attached, or a photocopy of an unavailable or back-ordered part with the vendor’s receipt attached stating that the part has been purchased but was unavailable).
2. For the state contest, label scores with contestant numbers, not names.
3. Register your students for the solo contests by the posted deadlines.

SECTION (14) E. STUDENT ELIGIBILITY OMEA (Updated 5-18-2019)
1. Students must apply/register through an OMEA member music teacher.
2. Students must be enrolled in and participate in the class/corresponding school music ensemble for the instrument/voice on which they are performing.
   a. If there is no corresponding music ensemble available at the school for the student’s instrument, the student may participate through an OMEA member teacher at their school, at the OMEA member teacher’s discretion.
   b. If there is a corresponding music ensemble available at the school and the student DOES NOT participate in the school program, the student may NOT participate.
   c. If there are no music classes offered or a music teacher at the school the student attends, students may apply/register through an OMEA member outside of their school who knows or teaches the student, at the OMEA member teacher’s discretion.
3. Home school students are eligible as long as they are regularly participating in a school music class, offered for credit, and taught by a current OMEA member.
4. Students must be enrolled in their school music ensemble (or eligible through criteria listed above) from the time of application through the time of the event.
5. Students must be regularly participating in a school music program from the time of application through the time of the event.
6. Students must meet OSAA’s academic requirements and personal conduct rules to participate in the state chamber ensemble contest.
7. Students must participate in an OMEA district chamber ensemble contest and achieve the highest scores at the district contest to participate in the state chamber ensemble contest.
8. District chamber ensemble contest shall be limited to students in grades 9, 10, 11, and 12. Ninth-grade students must be listed with the high school they will attend.
9. Chamber ensemble contest accompanists may be adults.
10. Participants must be registered (with all forms completed and signed by all appropriate parties) and paid prior to the posted deadline.

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ARTICLE 15. STATE CHAMPIONSHIPS
OMEA will follow eligibility guidelines established by OSAA.
http://www.osaa.org/governance/handbooks
ARTICLE 16. AWARDS

SECTION (16) A. PROCEDURE
1. The Past President will update nomination forms and instructions and give them to the Executive Director to post on the OMEA website by October 1st.
2. Members, students, administrators, and parents may nominate teachers for awards.
3. A nominating committee will review and select the award recipients in December.
4. Every award does not have to be given every year.
5. More than one person may receive the same award in any given year.
6. The physical awards and presentation of the awards are the responsibility of the Immediate Past President.
7. The awards are to be given at the state conference in January.

SECTION (16) B. CURRENT AWARDS
1. Service to the Profession
2. Excellence in Elementary Music
3. Outstanding Administrator
4. Outstanding Music Educator
5. John McManus Service Award- (9/29/2001) The Oregon Distinguished Service Award shall be renamed the John McManus Service Award.

ARTICLE 17. AMENDMENTS

SECTION (17) A. AMENDING POLICIES AND PROCEDURES Policies and Procedures may be amended by a majority of the voting members at a board of control meeting, or by a majority of voting members balloting online, provided a notice of ten days is given.

SECTION (17) B. PROCEDURE Amendments may be initiated by the board of control, the general membership, or the Executive Director. Proposed amendments must be presented in writing.

Adopted:
5/18/13

Updated:
9/11/2014
9/5/2015
2/4/2016
8/16/2018
9/14/2020
1/19/2020