



## **CMEBC Society – Governance Procedures**

### **Constitution**

#### **The Coalition for Music Education in British Columbia Society**

The purpose of the society is:

- A) to protect, promote, and advance music education in British Columbia;
- B) to pursue equitable and sustainable access to music education, enabled by public policy and funding, that contributes to the educated citizen; and
- C) to provide information, strategies, and guidance for those who wish to engage in the advancement of music education in their own communities

### **Specific Objectives**

- Bring music educators and music organizations from across the province together to meet the purposes of the society through social media, online forums, workshops and performances
- Work with and provide a voice to students, teachers, and professional musicians to highlight success and bring attention to serious issues in the media
- Create opportunities to recognize the best in music education through Music Monday and the Principals of Music Award
- Create tools and strategies to support music educators across the province

### **Board Meetings**

- Secretary prepares agenda in advance and sends it to board at least 48 hours before the scheduled meeting
- Meetings follow the general principles of Robert's Rules
  - o Reading and approval of minutes
  - o Approval of Agenda
  - o Reports of Chair, Treasurer and Standing Committees
  - o Reports of Ad Hoc Committees
  - o New Business
- Secretary takes minutes during the meeting, highlighting action items, and will record the high level discussions (what was done, not what was said) as well as any decision made
- Motions are nominated, seconded, discussed, and then amended. The question is then put to the directors and the directors vote
- Quorum is currently at 3 directors



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### Annual Board Activity

Board will meet on the second Monday of every month except where designated otherwise. The standing meeting time is 3:30 to 5 pm.

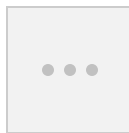
When	Board Initiative	Finance
May	Music Monday, Board Recruitment	
June		
July	No Meeting, Membership Drive Begins (early bird),	Q1 Financials Reviewed
August		
September	Preparation for and notice of (14 days) AGM, Full Membership Drive	
October	AGM, BCMEA	Q2 Financials Reviewed
November	New Board member Orientation,	Annual Report submitted (Form 11)
December	No Meeting	
January		Q3 Financials Reviewed
February	Strategic Plan for next fiscal determined,	Budget drafted
March	Preparation for BCMEA	Budget for next fiscal approved Q4 Financials Reviewed
April		Financial Year End

### Authorization Procedures

Annual Operating Budget	Board
Purchase Orders up to \$1000	President and/or Treasurer
Purchase Orders over \$1000	Board
Approval of Signings Officers	Board
Staffing Contracts	Board
* Two signatures are required for any banking	

### Director Roles/ Portfolios

- President
- Vice President – Governance
- Treasurer
- Secretary
- Director – Membership
- Director – Communications
- Director – Community Events
- Director – Research



## **CMEBC Society – Governance Procedures**

- Director – Member at Large

Directors are re-elected annually at the AGM and are limited to a term of seven years on the board.

### **Board Member Commitment**

Board members are expected to:

- demonstrate leadership by taking on the responsibility of at least one portfolio as listed in the constitution
- attend at least 75% of all called meetings either in person or online
- prepare for meetings by reading previous minutes, the agenda and completing assigned action items in advance
- attend Music Monday if geography permits
- attend both the Annual General Meeting and the annual Members event
- hold current membership in the CMEBC
- not accept any remuneration for work completed on behalf of the society
- not use the work of the society for personal gain
- remove myself from any discussions that could be perceived to have a conflict of interest with any organization that I represent

### **Membership:**

Definition

A member of the CMEBC is anyone over the age of 19\* who has purchased a membership as outlined below.

Student - \$25

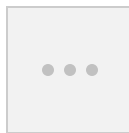
Individual - \$50

Non-for Profit - \$150

For Profit - \$250

Membership fees are annual and must be renewed by September 30th<sup>1</sup> of each calendar year. Only members in good standing are eligible to vote at the Annual General Meeting. Not-for-profit and For Profit organizations are considered to be an individual member and have only one vote per organization.

\*Students under the age of 19 are permitted to acquire a membership for free but will not be considered voting members



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### **Membership Benefits:**

The core benefit of being a member in CMEBC is the opportunity to participate and have a voice in a like minded community.

- Quarterly newsletters highlighting the work of the CMEBC and its members
- Access to two meetings a year - the Annual General Meeting in October and a networking event in the spring of each year
- Listing on the website as a member of CMEBC
- Access to the CMEBC logo for all members
- Opportunity to provide input on strategies, tools and research in support of music education programs



## **CMEBC Society – Governance Procedures**

### **Strategic Plan 2014-2015**

#### Goals

1. Create an approach to governance that ensures the health and vitality of the CMEBC
  - o Clearly outline relationship between CMEBC and CMEC
  - o Establish procedures and annual timelines for the board to follow
  
2. Bring together music educators and music organizations from across the province together to meet the purposes of the society through social media, online forums, workshops and performances

#### Outcomes:

- o New website design that represents the CMEBC in its new iteration
  - o Increase Facebook “likes” to 300
  - o Reach 100 members by October 31, 2014
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3. Work with and provide a voice to students, teachers, and professional musicians to highlight success and bring attention to serious issues in the media
    - o Create an online forum for member organizations to post information about their events and achievements
  
  4. Create opportunities to recognize the best in music education through Music Monday and the Principal’s Music Award
    - o Continue to produce Music Monday at a new venue
    - o Relaunch the Principal’s Music Award to be presented as part of Music Monday
  
  5. Create tools and strategies to support music educators across the province
    - o Develop an online tool kit for districts, teachers, and parents with advocacy support in advance of school board budgets in Spring 2015