

Boston Area Kodály Educators

Bylaws

(May 2015)

SECTION 1. The President shall preside at meetings and professional development workshops of the organization. The President shall have the power to appoint committees, and shall perform all duties pertaining to the office as stipulated in the OAKE President's Handbook. The President is responsible for arranging clinicians for the following year. A list of duties and jobs of the BAKE President is stored on the official BAKE internet drive account.

SECTION 2. The Vice President shall serve as a liaison between BAKE and the greater Boston music education community. The Vice President shall manage workshop feedback, and use it to fuel initiatives to retain and grow membership. A specific list of duties and jobs of the BAKE Vice President is stored on the official BAKE internet drive account.

SECTION 3. The Treasurer shall keep an accurate and complete record of all organizational business activities as well as an accurate record of dues paid by members of the organization. They shall be custodian of all funds of the organization. They shall prepare an annual financial report to be approved by the Board and submitted to the membership. Specific list of duties and jobs of the BAKE Treasurer is stored on the official BAKE internet drive account. The Treasurer shall perform all duties pertaining to the office as stipulated in the OAKE President's Handbook.

SECTION 4. The Secretary shall utilize an online marketing service to keep membership and workshop attendance data, and to store member contact information. The Secretary will manage registration at each workshop. The Secretary shall document the minutes of each Board of Directors meeting and sends official minutes to all BAKE members within one week of each Board of Directors meeting. A specific list of duties and jobs of the BAKE Secretary is stored on the official BAKE internet drive account.

SECTION 5. The Past-president serves in an advisory role to the President, and retains a voting position on the Board of Directors for two years following their term of office as President.

SECTION 6. The President-elect is a member of the Board of Directors who is in preparation to become President at the end of the current President's term of office. The President-elect serves as Acting President when the President is unable to assume his or her responsibilities.

SECTION 7. There will be two (2) Regional Representatives, from Western Massachusetts and Rhode Island, respectively. The Regional Representative resides in the designated region, and acts as a point-person for BAKE members from their region. The Regional Representative organizes satellite workshops in their region.

SECTION 8. There shall be two Members-at-Large. These positions shall be appointed by the Board of Directors. Members-at-Large attend board meetings in a non-voting capacity and explore the possibility of running for office as positions open.

SECTION 9. A Hospitality Specialist shall be appointed by the Board of Directors to facilitate beverages and snacks at workshops.

SECTION 10. A Webmaster shall be appointed by the Board of Directors to update the website and social media accounts as needed. This person will assist with technology on the day of each workshop. They will manage video and photo documentation, both promotional and archival.

SECTION 11. Robert's Rules of Order, revised, shall govern all business meetings of the organization.

SECTION 12. The fiscal year of the Boston Area Kodály Educators shall begin on July 1 and end on June 30.

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