

PAS Chapter Officers Handbook



Revised: March 2023

PAS Mission, Vision, & Values

Mission

To inspire, educate, and support percussionists and drummers throughout the world.

Vision

To be the global leader in percussion and drumming by providing unparalleled and interactive resources and experiences in percussion education, performance, and research.

Values

Innovation: Cultivating, encouraging, and embracing opportunities that foster the advancement and diversification of music and people.

Education: Exemplifying high standards and sharing resources for percussion teaching, performing, pedagogy, and research.

Outreach: Inspiring current and future generations by providing the opportunity to experience music making and music appreciation.

Relationships: Promoting friendships and camaraderie amongst percussionists, drummers, and the music industry, while building bonds with our local and global communities.

Preservation: Ensuring the historical integrity of our art form and our organization.

Chapter Organization



Chapter Organization

Starting a Chapter

PAS Chapters are organized by geographical areas. Interested members should contact the PAS office for authorization and assistance in forming a new Chapter. Ten (10) PAS members are needed to create a state or country PAS Chapter.

Membership

Every up-to-date dues-paying member of PAS is automatically considered a member-in-good-standing of their PAS Chapter. Members can choose to change their chapter affiliation as needed (out-of-state students, lives close to the chapter border, etc.).

Dues

No additional dues are required or shall be solicited for Chapter membership. However, additional donations or fees may be requested from members for attendance at chapter events and programs.

Meetings

Although the number of Chapter meetings per year is at the chapter's discretion, it is expected that at least one annual meeting be held. Please notify membership well in advance. Keep in mind that in-person, video-conferencing, and phone meetings are all viable options.

US Chapter Model

1. State Chapters are Individual groups representing single states (with a few current exceptions).
 - a. All chapters must have at least one individual serving in each of the following offices, with elections every three years (specific years for each chapter's elections are detailed later in this document):
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
2. State Chapters are not separate federally recognized entities with tax IDs.
 - a. PAS will:
 - i. Close out all remaining open federal tax IDs for Chapters
 - ii. Manage remaining material assets
 1. Work with those chapters who have substantial income to use for state programs
 - iii. Implement and train chapter treasurers on new procedure for distributing funds
 - b. Chapters may NOT create new bank accounts, nor PayPal, Venmo, or other cash app accounts.

All chapter funds will remain available to chapters for program use. PAS will serve as account manager.

International Chapter Model

1. International Chapters are Individual groups representing single countries.
 - a. All chapters must have at least one individual serving in each of the following offices, with elections every three years:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
2. International Chapters may manage their necessary financial resources in the manner that best aligns with their country's regulatory system.

Chapter Executive Committee



Chapter Executive Committee Duties

The Executive Committee shall transact all business that does not require a membership vote. Such business may be conducted at an actual meeting of the Executive Committee, or via mail, email, video-conferencing, or telephone. The President, Vice President, Secretary, and Treasurer shall constitute the PAS Chapter Executive Committee. The President shall be the Chair of the Committee.

Officer responsibilities and election policies are set forth later in this document.

Officer Vacancies

In the event that a vacancy should occur in one of the four required positions, the following steps shall be taken:

- The Chapter President shall contact the PAS Director of Membership and PAS President-Elect regarding the vacancy and the circumstances.
- The remaining chapter officers shall appoint an individual to fill the vacant position through the end of the term.
 - This individual will be eligible to run for two full terms, should they be filling the President, VP, or Secretary position.
- In the event that the office of Chapter President is vacant, the Vice President shall be appointed President, and the VP position shall be the office replaced by a new appointee.

President - Required

1. Represents chapter in all official matters
2. Act as liaison with the PAS office in all official communications
3. Hold and preside over at least one annual meeting
4. Maintain regular communications with other officers
5. Follow all PAS branding protocols ([LINK](#))
6. Oversee submission to PAS of all annual chapter reports
7. Regular communication with chapter members is required (delegate as needed)
 - a. Social media channel
 - b. Chapter emails
 - c. Chapter newsletters
8. Attend the annual Chapter Presidents Meetings at PASIC (or send a proxy)
9. Oversee chapter programs to offer interactive experiences representing the various interests of percussionists in the area
10. Contact the local chapter of NAFME, and other similar state organizations, to establish a percussion clinic, All-State ensemble, and/or PAS chapter booth at the state music educators' convention

President Timeline at a Glance

Ongoing

Prepare and submit, with the aid of your chapter officers, the Activity Report for any chapter event, within a few weeks after it takes place. This includes all virtual and in-person events. This is done online through the [Chapter Services page](#).

January

Prepare and submit, with the aid of your chapter officers, the annual Financial and Business Reports (and any missing Activity Reports) for the previous fiscal year. This is done online through the [Chapter Services page](#).

July

Submit applications for any PAS Chapter events taking place in September, October, or December that will require PAS financial support, shipping information for PAS marketing materials, and general marketing information to be listed on the PAS.org Chapters page. These forms are found on the [Chapter Services page](#).

President Timeline at a Glance

August

August 1 - Fall PAS Chapter Programs (Sept/Oct/Dec) funding applications due.

September

Remind your Chapter members to register for PASIC and book hotel rooms and transportation. Appoint a proxy from your Chapter's Executive Committee or membership if you, as President, cannot attend the Chapter President's Meeting at PASIC.

November

Attend PASIC, including the annual Chapter Presidents Meetings (or send a representative).

December

Submit applications for any January through August PAS Chapter events that will require PAS financial support, shipping information for PAS marketing materials, and general marketing information to be listed on the PAS.org Chapters page. These forms are found on the [Chapter Services page](#).

Chapter President Communication Policies

Chapter Presidents must communicate with membership on a regular basis.

In an effort to minimize email overflow to Chapter members, the following priorities should be considered when using the chapter mass email service (found in the [Chapter Services page](#)):

- Chapter President one-time email communications should be limited to PAS-specific Chapter, or nationally-backed, events (Days of Percussion, PASIC, etc.)
- Chapters are encouraged to compile non-PAS events into monthly email communications so members are made aware of opportunities in their area. These events should not be promoted more or “pushed harder” than any other events. Chapters are encouraged to utilize the events calendar on their individual Facebook groups and the main PAS Facebook page, and to use Facebook and other social media to promote PAS “related” events. Recitals, university concerts, and the like are all welcome to be shared.

Chapters are encouraged to utilize social media outlets for continued and steady chapter communication. Please see Social Media Guidelines below.

Vice President - Required

1. Assists the President in all duties
2. Acts as projects chair in coordinating all chapter efforts to produce various events, including (but not limited to):
 - a. Contests
 - b. Festivals
 - c. Symposiums
 - d. Clinics
 - e. Conventions (State MEAs, etc.)
3. General outreach

Secretary - Required

1. Records the minutes of all executive meetings, as well as general chapter meetings, for distribution to the general chapter membership
2. Assists in producing regular communication with chapter membership, including (but not limited to):
 - a. Social media channels
 - b. Chapter emails
 - c. Chapter newsletters
3. Assists in producing annual Business Report

Treasurer - Required

1. Keeps an accurate accounting of all funds in the Chapter treasury, to be reconciled with PAS Director of Finance
 - a. The PAS Director of Finance will provide periodic reports on account balances, but should not be expected to provide regular updates on income and expenses, as that will be the responsibility of the Treasurer.
2. Tracks various income and expenses through PAS Treasurer's Worksheet, as part of annual Financial Report
3. Primary point of contact with PAS Director of Finance

Additional details for chapter income through event registration, and how to request payments on behalf of the chapter can be found under the "Chapter Operations" section of this handbook.

Other Officers - Optional

1. Social Media Manager
2. Editor/Newsletter Manager
3. Secondary School/University Liaison
4. Regional Liaisons or VPs
5. Any other position that may prove helpful to the elected officers with approval from the PAS Executive Committee

University Student Committee and Student Delegates

The University Student Committee consists of highly motivated university students seeking to become more involved in the percussion community, while gaining valuable experience in a variety of areas. University Student Committee members will serve as liaisons between student percussionists and the leadership of PAS in their chapter, playing a vital role in our efforts to better serve percussion students. Please contact the current Chair of the University Student Committee, [Emily Magee](#), for updates on committee members and delegates in your chapter.

Chapter Election Model - Timeline

1. Each office is a three-year term
 - a. President, VP, and Secretary may run for 2 consecutive terms in the same office
 - b. Treasurer has no term limit
2. US Chapter Elections - 3-year cycle
 - a. Chapter elections for regions hosting 2022 and 2023 Regional DoPs were held in January 2021
 - i. Following the suspension of the “Regional Day of Percussion” programming, these chapters remained on three year cycles based on the following:
 1. 2022 Regional DoP hosts held elections immediately following the events, and will be up for election again in 2025.
 2. Those that were supposed to host in 2023 will have elections in the Spring of 2023 to start a full three-year cycle. All current officers will be eligible to run for two full terms.
 - b. Chapter elections for regions that were supposed to host 2024 programs were held in Spring 2021, and will be up for election again in Spring 2024.
3. International Chapter Elections - 3-year cycle based on previous elections

Chapter Election Model - Procedures

Chapter elections are held once every three years. When elections are ready to be held for your chapter, the steps to be followed include:

- A message that will be sent to the entire chapter membership, notifying them of the upcoming election and the opening of nominations for all offices. All interested parties will submit their nominations through the designated online form, as provided by PAS.
- Nominations will be open for a period of two weeks.
- Election voting will be open for a period of two weeks.
- Once voting has begun, no changes can be made to the ballot or the voting window.
- Individuals whose membership are not active at the beginning of the voting window WILL NOT BE ABLE TO VOTE.
- Upon the completion of voting, the PAS Director of Membership Services will notify all candidates of the results. The Chapter President will be asked to compose a message for the chapter membership, announcing the results.

US Chapter Elections - Timeline

Election Cycles by Year

2023

Arkansas
Connecticut
Idaho
Louisiana
Maryland/Delaware
Massachusetts
New Jersey
New York
Oklahoma
Oregon
Pennsylvania
Rhode Island
Texas
Washington

2024

Alabama
Arizona
Colorado
Georgia
Illinois
Michigan
Mississippi
Ohio
Utah
Wisconsin

2025

California
Kansas
Kentucky
Minnesota
Missouri
Nebraska
Nevada
North Carolina
North Dakota
South Carolina
South Dakota
Tennessee
Virginia/DC
West Virginia

Elections Pending

(Seeking new leadership)
Alaska
Hawai'i
Indiana
Iowa
Montana
New Hampshire/Maine
New Mexico
Vermont
Wyoming

Chapter Operations



Chapter Services Webpage

The [Chapter Services](#) page of the PAS website houses a number of resources for chapter officers, including:

- Requesting a full list of your current chapter membership.
 - Email address are NOT included in your membership listing, as PAS does not share that information.
- PAS Logo and Branding information, including chapter-specific graphics
- Link to the [Chapter Officer Dropbox](#), where you can download various PAS handouts and flyers
- Request PAS materials for distribution at chapter events
- Submit invoices and receipts for payment or reimbursement on behalf of your chapter
- Submit messages to be emailed out to your chapter membership
- Submit all annual chapter reports
- Submit funding applications twice a year for your chapter's programming

Chapter Day of Percussion™ Host Guidelines

The use of the phrase “Day of Percussion™” is trademarked by the Percussive Arts Society (PAS) and cannot be used without the written consent of PAS. Use the criteria below as a guideline to determine if you would like to request to host an official PAS DoP. Please reach out to Justin Ramirez, Director of Membership, or Thad Anderson, President-Elect, with any questions about hosting an official PAS Day of Percussion™ event, or complete [THIS FORM](#) to make a request for naming rights.

When beginning to plan for an official PAS Day of Percussion™ event, please keep in mind the mission, vision, and values of the Percussive Arts Society, as stated on the second page of this Handbook.

Criteria

The following criteria are required elements that make-up an official Day of Percussion™ event. Use this information to determine whether your event will qualify as a Day of Percussion™:

1. Interactive experiences

- There should be educational components to your event that allow for students or other participants to be involved. This may include contests or competitions, mock auditions, or participatory sessions.
- These components should offer the opportunity for participants to receive direct feedback from professionals in the field.

Chapter Day of Percussion Host Guidelines

2. Featured guest artist(s)

- Guest artists are the centerpiece to many Day of Percussion™ style events.
- Make an effort to create a diverse line-up.

3. Variety of session categories and topics

- Offering a variety of educational experiences and areas of interest can help draw attendance.
- For example, an event may include drum set, orchestral, world percussion or many other areas within the percussion field.

4. PAS Membership

- Active PAS members (including those that are part of PAS Group Memberships) should be eligible for free, or discounted, event registration, versus non-members.
- PAS group memberships should also be considered when setting registration parameters for ensembles and group attendance opportunities.

5. Event Name

- The proper way to name an official Day of Percussion™ event is as follows:
 - Include “PAS”, the name of the chapter that is hosting, and the phrase “Day of Percussion™”
 - For example: PAS North Carolina Chapter Day of Percussion™

Other Chapter Programs/Focus

1. Chapters are encouraged to produce smaller, more focused programs, including (but not limited to):
 - a. Contests: in-person, or virtual (Statewide or regional only. No Nationwide programs)
 - b. Mock Auditions
 - c. Clinics
 - d. All-state ensembles and audition clinics
 - e. MEA clinics and booths at conventions
 - f. Educator programs (both percussionist and non-percussionist focused)
 - g. Others programs approved by the PAS Executive Committee
2. Connectivity to local communities
 - a. Youth and public/private school programs
 - b. Working with underserved populations of students
 - c. Professional Development for Music Educators

Other Chapter Programs/Focus (cont.)

3. Partnerships and alliances
 - a. NAFME - Local MEA chapter
 - b. ABA - Local Bandmasters chapter
 - c. Local community organizations
4. Group Membership promotion and teaching facilitation

PAS must be notified of all chapter programs. An [online form](#) is available to submit program information for our records and promotion. Program information will be shared via PAS social media channels and member emails.

Chapter Event Liability Insurance

In the event that a Certificate of Insurance is requested for a program your chapter is hosting, PAS is happy to provide this information to you. Please email the Director of Membership, Justin Ramirez, with the following information:

- All Coverage requirements (amount, etc.)
- Additional Insured name
- Contact information for venue/host
- Email address for whom to provide the certificate to

Many venues will provide all of this information in a letter to request the insurance information, so if you can forward that letter on to PAS, that will simplify the process.

****Please allow 5-10 business days to request and receive a Certificate of Insurance.**

Chapter Event Registration

PAS must be notified of all chapter programs. An [online form](#) is available to submit program information for our records and promotion. Program information will be shared via PAS social media channels and member emails.

Event Registration

PAS can facilitate the registration process for any chapter event you may need it for. Please use [THIS LINK](#) to submit a request for us to create an online registration form, or multiple forms, for your chapter events. We will also create google sheets for you to track all submissions. Chapters are encouraged to create QR codes with the link to your registration form to share in marketing. Information you will need to consider when submitting a request include:

- Name/Date/Location of event
- Virtual or In Person
- Contact information for event questions to be listed in the form
- Email addresses for any chapter officers who will be receiving confirmation emails from registrant entries
- Open/Close dates for the registration form
- Pricing options for members vs non-members, and whether group registrations will be accepted
- Check or PO options available for payments from schools or organizations. Cash payments will NOT be available.
- Competition options, such as school level (MS/HS/Undergrad, etc), instrumentation, and whether video submissions will be required
 - Will a discount be available for multiple competition entries?

****Allow 5-10 business days for your initial form to be created, and 1-2 business days for any additional edits.****

PAS Program Funding

PAS can provide limited funding for chapter programs. Funding will be awarded on a semi-annual basis to those chapters whose application meets and exceeds the funding criteria. A combination of PAS Staff and Board members will comprise the committee that vets the funding applications.

- PAS Chapter Program Funding may be used to assist in the support of various chapter events, with a focus on creating localized percussion experiences for the chapter's membership.
- All chapters may submit a request for program funding every year.
- Not all applicants will be awarded funding from PAS.
- Applications will be accepted post-PASIC through mid-December for events held January through August of the following year
- Applications will be accepted in July for events held in September, October, and December

Requests for funding must be submitted using the online Chapter Program Funding Application process during the designated times of the year. The application can be found online with the Annual Chapter Activities & Business Reports in the [Chapter Services](#) page. PAS Funding will be awarded based on the quality and thoroughness of information contained in the application and chapter reports.

PAS Chapter Presidents who submit a complete annual Chapter Report and a valid Program Funding Application by the deadline will be given full consideration for a possible funding award. **PAS Funding will not be available to chapters whose officers do not submit the required annual reports.**

PAS Program Funding - Criteria

PAS Program Funding may be requested and will be awarded based on the following criteria:

- Quality and thoroughness of Activities Report and Grant Application(s)
- Description of activities and/or project(s) for upcoming year
- Justification for activities or project(s) for upcoming year
- Potential for administering and running successful activities and projects in the upcoming year
- Potential for fulfilling the mission of PAS: To promote percussion education, research, performance, and appreciation throughout the world.

*****PAS will not award funding for events being run by outside organizations. The purpose of this funding is for our chapters to create experiences for the percussion community under our own banner. Chapters are welcome to use their own accounts to assist other organizations in these types of endeavors.*****

Chapter Expense Processing

All requests for payment of US chapter expenses will be submitted through the [PAS Chapter Payment Request form](#). International chapters should email the PAS Director of Membership directly to request payments. Advance payments should not be made more than 30 days in advance of event/service.

- You will have a choice of funding source to use:
 - Chapter Account - individual chapter funds that PAS manages
 - PAS Program Funding - money awarded semi-annually from PAS, following an application process
 - Combination of Both - indicate the amounts to be withdrawn from both sets of funding
- Required information:
 - Direct Vendor Payment
 - Contact information (mailing address, email, phone number)
 - Invoice (or be prepared to describe their services in the payment request)
 - Completed W9 form for payee (individual or organization), regardless of amount - PAS often pays individuals for multiple events during the course of a year
 - Reimbursement
 - Contact information (mailing address, email, phone number)
 - Receipt or Paid Invoice
- Allow 10-15 business days for payment to be mailed.
- If you have a significant number of separate payments that will be processed, please contact Nicole Herlevic directly at accounting@pas.org, to discuss alternate logistics for submitting requests.

Chapter Fundraising

Utilizing your various chapter events as a source of income from year to year is one of the best ways to maintain a steady expectation of your chapter budget from year to year. When considering other revenue streams, please be conscious of the following:

- Donations on behalf of the chapter can be sent directly to PAS:
 - Percussive Arts Society
127 E. Michigan St., Suite 600
Indianapolis, IN 46204
 - Make sure to have a note included, or written on the memo, stating the donation to your specific chapter.
- Raffles come with many legal risks, due to the varying state laws that regulate them:
 - Most states have a gaming commission that will distribute licenses to organizations that wish to run a raffle.
 - Most states do not allow credit cards to be used to purchase raffle tickets - only cash, checks, or debit cards through a PIN transaction.
 - Given that PAS is incorporated in Oklahoma, and does business in Indiana, most states would not distribute a license for a PAS chapter to run a raffle.
 - PAS will consider approving a raffle for a chapter that has done their due diligence in researching their state laws and whether a license can be obtained.
 - Door prizes are considered separate from a raffle, since it is part of admission for the event.

Chapter Social Media Guidelines



Social Media Objectives

Use your chapter social media groups to foster a sense of percussion community for your group members and make it shareable.

- Share percussion or music related articles, interesting or educational videos from YouTube or other sources, funny percussion-related comics or memes, or engage your followers with questions/discussions.
- Follow the **80/20 Rule**: use just 20% of your content to promote your chapter/PAS, and dedicate 80% to content that really interests your audience and engages them in conversations (i.e. articles, videos, etc.)

Post on a weekly basis.

- Consistency is key.
- Post **3-4 times** a week.
- Engagement may feel slow at first, but it is extremely important that you are active and consistent.
- Pages that are stagnant for days or weeks at a time will have a very small chance of appearing in anyone's newsfeeds.

Reshare posts from the main PAS Facebook page or Twitter accounts at least once a week.

- This is extremely important to help PAS reach people with opportunities and deadlines (such as scholarships, competitions, PASIC reg, artist apps, etc.).
- Turn on Facebook notifications from the PAS Facebook Page.

Social Media Objectives (cont.)

To Activate Notifications for a Page:

1. Navigate to the Page on Facebook.
2. “**Like**” or “**Follow**” the Page and use the “...” menu to the right of the Like/Follow button to open “**Follow Settings.**”
3. Then you can choose how to be notified for different types of content from the page. Hit “**Update**” to save your changes.

Example Chapter: PAS Nevada: <https://www.facebook.com/groups/PASNV/>