

THE PERCUSSIVE ARTS SOCIETY

Chapter President's Handbook

Revised July 2017 (Hanning)



Table of Contents

PART I. Introduction

- Mission Statement, Vision, Values
- A Message from the President-Elect
- A Message from the Executive Director

PART II. Chapter Organization

- Starting a Chapter
- Membership
- Dues
- Bylaws
- Meetings

PART III. Chapter Executive Committee

- Chapter EC Duties
- Chapter President Duties
- Chapter President Timelines
- Chapter Vice-President Duties
- Chapter Secretary/Treasurer Duties

PART IV. Chapter Operations

- Grants: Funding Policies and Criteria
- Suggested Accounting Procedures
- PAS Chapter Website (Establishing Online Account, Chapter Website set-up)
- Chapter President Communication Policies
- Social Media
- Student Delegates

PART V. Day of Percussion Festivals

- General Information
- Timelines
- DOP Responsibilities
- DOP Cancellation Insurance
- Helpful Hints

PART VI. Miscellaneous

- Outstanding Chapter Awards
- Chapter Bylaws Template
- Election Guidelines
- PAS Chapter Social Media Guide

PART I. INTRODUCTION

PAS: A Community in Rhythm!

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.

A Message from the President-Elect

Chapter Presidents,

My sincere gratitude for your service to the Percussive Arts Society in your role as a PAS Chapter President! Your position as a leader is vital to percussion education, performance and communication in your region. My role as President-Elect of PAS is to oversee and coordinate the activities of all PAS Chapters. I want you to know that Joshua Simonds, PAS Executive Director, Justin Ramirez, PAS Member Services Director, and the entire PAS staff and I will do all we can to support you and your Chapter. We encourage you to share your ideas, successes, questions and concerns with us in order for us to best help you.

This *PAS Chapter President's Handbook* is provided in order to assist you in leading your Executive Committee, running a successful PAS Chapter, and building the PAS membership through your activities. This handbook and other valuable resources in the Chapter Services Section of the website are available to assist you in the successful management of your chapter and production of events. We are always interested in improving upon its contents. If you have ideas on how this Handbook could be improved, I welcome your input at channing@pas.org.

PAS is proud of its many successful Chapters, and it is clear that there are many ways to organize and operate a Chapter. We encourage you to be creative and entrepreneurial in your efforts and to "customize" your Chapter to promote percussion education and to meet the needs of your constituents.

On behalf of the Percussive Arts Society Executive Committee, the Board of Directors, and the members in your Chapter, I thank you for assuming this very important position. Your time, talent, hard work and commitment are greatly appreciated.

Sincerely,
Chris Hanning, D.M.A.
President-Elect, Percussive Arts Society &
Rhythm! Discovery Center

A Message from the Executive Director

Dear PAS Chapter Presidents,

Thank you for volunteering your valuable time to serve as a PAS Chapter President. As you know, this position carries a lot of responsibility and is crucial to the overall success of PAS.

We have many very effective Chapter Presidents, each possessing his or her own leadership style. Your Chapter's success will largely be determined by the time and energy you are able to dedicate to its leadership. You will find challenges and opportunities unique to your own geographic location. Other chapter presidents, both past and present, can provide a wealth of information about leading a PAS Chapter.

In addition to this handbook, attending the Chapter President Meeting at PASIC and other online meetings throughout the year, and referencing the DoP Guidebook provide invaluable opportunities for information and active exchanges with other chapter presidents to make your experience successful and rewarding.

Finally, communication with our chapters is essential to the health of our organization. As a result, the PAS office is always available for support in your efforts. Justin Ramirez, Membership Services Manager, is here to assist all Chapter Presidents. Justin may be reached at [\(317\) 974-4488](tel:3179744488) or by email at jramirez@pas.org or, always feel free to contact me personally at jsimonds@pas.org. Please call on us if we are able to help facilitate your activities or events.

Thank you for your commitment to PAS.

Joshua Simonds
Executive Director,
Percussive Arts Society &
Rhythm! Discovery Center

PART II. CHAPTER ORGANIZATION

Purpose

The Percussive Arts Society (PAS) is a not-for-profit music service organization. Its purpose is “to promote percussion education, research and performance throughout the world” through a viable network of performers, teachers, students, enthusiasts and sustaining members.

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 members of PAS is automatically considered a member-in-good-standing of their PAS Chapter.

Dues

No additional dues are required or shall be solicited for Chapter membership. However, additional donations or assessments may be requested from members for special clinics and/or Days of Percussion.

Bylaws

Refer to Illinois Sample Bylaws, located below.

Meetings

Although the number of Chapter meetings per year is your option, it is expected that at least one meeting be held. Please notify membership well in advance. Keep in mind that in-person, Skype, and phone meetings are all viable options.

PART III. 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, e-mail, computer conferencing, or telephone. The President, Vice President(s) and Secretary/Treasurer shall constitute the Chapter PAS Executive Committee. The President shall be the Chair of the Committee.

Chapter President Duties

The Chapter President is the facilitator/catalyst whose job is to “make things happen” for the Chapter. PAS should be promoted in one’s Chapter by increasing membership, promoting percussion awareness, staying in contact with the Student Delegates, and announcing upcoming events.

A Chapter President must:

- Establish an online account with www.pas.org
- Represent the Chapter in all official matters
- Act as a liaison with the PAS office in all official communications in a timely fashion
- Hold and preside over at least one annual meeting
- Organize elections for officers at least every three years or as required when elected officers vacate their positions as defined by Chapter Bylaws.
- Submit annual Chapter Reports online via the Chapter Services website (report must include the Chapter’s Activities Report, Financial Report, Business Report, and Grant Application if the Chapter wishes to receive special funding from PAS for the upcoming year). If a Chapter Report is not received, there will be no Chapter Grant for the following year.
- Regular communication with Chapter Members is required, as well as the establishment and maintenance of a website hosted on <http://www.pas.org/get-involved/chapters>

Additional responsibilities include:

- Attending annual Chapter Presidents Meetings at PASIC (or send a representative)
- Maintaining an updated Chapter Facebook page
- Sponsoring or assist in sponsoring a “Day of Percussion” featuring clinics, concerts, meetings, etc.
- Contacting the state Chapter of NafME (formerly MENC) and other similar state organizations to establish a percussion clinic and/or a PAS Chapter booth at state music education conventions

- Establishing and maintaining contact with percussion teachers in your Chapter and asking them to encourage their students to be PAS members
 - Contribute to updating the PAS Percussion Specialist database. This is an email list of percussion teachers who are not associated with a particular school, but are usually self-employed. These individuals usually have their own teaching studio, are freelance instructors/performers, and would normally not be involved in one specific school.
- Exploring PAS Chapter affiliations with regional music events
- Exposing PAS benefits through local music retailers, music competitions, and festivals.
- Recruit and maintain regular contact with Chapter Student Delegates.

Chapter President Timeline (at a glance)

| | |
|---------------------------------|---|
| June - July | Prepare Annual Chapter Report and Chapter Grant Application |
| July 1 | Submit All Reports |
| August 1 | Chapter Report and Grant Application Deadline |
| October 1 | Chapter Grant Award notification |
| November | Attend PASIC/Chapter President’s Meeting |
| December January through May | Send Spring activity memo for Chapter to PAS Host Spring Events/ Inform PAS office of Spring activities |
| Quarterly or Bi-annually | Send an email to the chapter members using the Chapter Services page: <ol style="list-style-type: none"> 1. Thank the current members for being involved with PAS 2. Welcome any new PAS members/subscribers 3. Announce any upcoming PAS-sanctioned events (and other state events as well) |

June-July Prepare and submit your annual **Chapter Report** with **Activity Report**, **Financial Report** and **Business Report** for the period of July 1 to June 30 and **Grant Application** (if requesting a PAS grant) for the next year. This is done online through the **Chapter Services** page at <http://www.pas.org/get-involved/chapters/chapter-services>

Any Chapter President having technical difficulties with making these reports online should email the PAS Membership Services Manager.

July Send a memo to PAS announcing any chapter events that will require PAS support, and to be listed

on the PAS.org Day of Percussion page.

August 1st Annual Chapter Reports deadline.

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 so that your Chapter has a representative.

October

Expect to receive an email announcing your Chapter grant award (if requested in annual Chapter Report).

November

Attend PASIC, including the annual Chapter Presidents Meetings (or send a representative). Send a memo to PAS announcing all PAS Chapter events for January through April.

Throughout the Year

- Continue to inform PAS office of all activities
- Send consistent contact to members through social media
- Communicate with Student Delegates
- As needed, utilize the *Chapter Services* on the website to send emails/newsletters to Chapter members and/or all Chapter Presidents, to request Chapter membership rosters and labels, and conduct Chapter elections.

Chapter Vice-President Duties

The Chapter Vice-President(s) assists the President in his/her duties, acts as projects chair, thereby coordinating chapter efforts in the areas of (but not limited to) contests, symposiums, clinics, outreach, and education conventions.

Chapter Secretary/Treasurer Duties

The Secretary/Treasurer keeps an accurate accounting of all funds in the Chapter treasury and prepares and submits annual expenses in the **Business Report** with the President. The Secretary/Treasurer records the minutes of each general meeting so that they may be distributed to the Chapter's membership. The Secretary/Treasurer shares responsibilities with the other officers in issuing the Chapter newsletters.

PART IV. CHAPTER OPERATIONS

Chapter Grants – Funding Policy and Criteria

The PAS President, President-Elect and Executive Director consider Chapter requests for funding through the annual PAS grant program. Requests for grants must be submitted using the online Chapter Grant Application process. You will find forms for making Chapter Grant requests online with the Annual Chapter Activities & Business Reports under *Chapter Services* when you log on to www.pas.org.

PAS Chapter Presidents who submit a complete annual Chapter Report and a valid Grant Application by the deadline, will be given full consideration for a possible Chapter Grant award. **Grant awards will not be available for chapters whose presidents who do not submit annual reports.**

PAS Chapter Grants are available by application, with a submission deadline of August 1st. PAS Chapter Grant awards will be determined by the quality and thoroughness of information contained in the application and chapter reports.

PAS Chapter Grant amounts 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.
- Overall membership numbers and year-to-year trends.

Chapter grants are awarded on a calendar-year basis, and paid directly to artists/clinicians and/or facilities, as determined by invoices provided directly to PAS. Chapter expenses for artists/clinician travel and hotel can be reimbursed to the Chapter or individuals from Chapter grant funds upon presentation of receipts.

Suggested Financial Accounting and Checkbook Procedures

Keep records of all transactions to be summarized and entered in the Chapter's Annual Report under "Financial Information" in the "Business Report." It is highly recommended that the Treasurer use financial software program to keep the Chapter's financial books, as it is easy to cut and paste your results at the end of the fiscal year into spreadsheets or directly into the online form in the Financial Information of the Business Report.

A Financial Worksheet to assist the Treasurer is available on the website in the Chapter Services titled Treasurer's Worksheet. This form is in Excel format and can be downloaded, completed and then

emailed to the chapter president for easier completion of the Financial Report for the chapter.

ALL receipts should go into the checking account (even savings account money to be used for a specific purpose). Keep all receipts and attach to checking account statement. Keep everything chronologically including cancelled checks.

ALL disbursements go through the Chapter checking account (reimbursement of all cash receipts, including petty cash or employees). Have a separate file and spreadsheet for each fiscal year.

Make deposit and disbursement entries in check register using pen and run your account balance in pencil and record these in Quicken or other financial software program.

Enter descriptive information regarding deposits and disbursements on the check register next to the amount entry and in the financial software program.

Purchase and use duplicate copy style deposit books so that you will always have a copy of a deposit transaction or keep records in the financial software program.

Enter all debit memos and credit memos upon notification from bank; use checks in numerical order only.

Prepare bank reconciliations upon receipt of monthly statements. Report any bank error immediately.

Most banks will require a tax-exempt number (if you don't use the PAS number the bank will want the SSN of the person who is authorized to write the checks). This is in case a chapter would ever have an activity that generates any taxable funds. PAS is a 501C (3) not-for-profit organization. You may contact the PAS Membership Services Manager should you require official documentation.

Please note that while you may keep a checking balance from year to year, in order to maintain not-for-profit status you must make every effort to spend a similar amount of money compared to the amount generated in revenue each year.

PAS Chapter Website:

Contact PAS Membership Services Manager to submit names or individuals that should have access to update your PAS website landing page.

There is a pdf walkthrough to assist individuals in updating the website, located in Chapter Services.

PAS Webpage Information (Standardized Information for PAS Chapter Home Page):

Chapter Bylaws

Date of Last Chapter Election

Names of Chapter Officers with Current Contact Information

Link to Chapter Webpage (if the chapter wishes to use one and data is kept up to date – *within 1 year*)

Link(s) to Chapter Social Media (if outside social media sites exist)

Chapter President Communication Policies

Chapter Presidents must communicate with membership on a regular basis.

In an effort to minimize e-mail overflow to Chapter members, the following priorities should be considered when using the chapter mass e-mail service:

- Use the Chapter Services online page to make your Chapter's annual report, receive an updated roster of chapter membership, send mass emails to all Chapter members, conduct online elections, and email all Chapter Presidents.
- Computer generated membership lists and mailing labels are available at no charge for official use within your chapter. Mailing lists may help determine if your Day of Percussion attendees are current PAS members. Mailing lists are to be used only for Chapter mailings (newsletter, elections, etc.). You may also obtain labels for the Executive Committee, Board of Directors and Chapter Presidents.
- Chapter President one-time email communications should be limited to PAS-specific events, Chapter, or nationally-backed events (Days of Percussion, PASIC, etc.)
- Chapters are encouraged to send out official digital newsletters to their membership.
- Chapters are encouraged to utilize social media outlets for continued and steady chapter communication.
- Chapter President and officers must maintain constant communication with their Chapter Student Delegates.
- Chapters are encouraged to compile non-PAS events into monthly e-mail 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 webpages, and to use Facebook and other social media to promote PAS "related" events. Recitals, university concerts, and the like have found good promotion on some chapter sites and Facebook pages.
- If the message is one that would otherwise appear as advertising in *Percussive Notes*, *Rhythm Scene*, or another publication, it should not be sent to the chapter using the chapter mass e-mail service.
- Deadline for receipt of information for inclusion in *Rhythm Scene* is 60 days prior to publication date. See www.pas.org for more information on publication submissions and deadlines. Contact the PAS Publications Production Manager at publications@pas.org if you have questions.
- The quarterly or bi-annual email blast/newsletter should thank the current members for supporting PAS, welcome all new and returning PAS members/subscribers, and announce any PAS-related activities happening in the state. Other news, information, articles can also be included.

PART V. DAY OF PERCUSSION (DOP) FESTIVALS

General Information

It is important to remember that there is not “one way” to run a Day of Percussion...what works well in one Chapter may not work as well in another. Be sure to talk to previous Day of Percussion hosts in your Chapter, as well as neighboring ones - or even other chapters your size in other parts of the country and around the world.

We remind you to plan your event around a “zero budget.” Plan to use existing Chapter funds, corporate donations, school funding, and/or matching grants but do NOT count on making enough money to pay for everything at the Day. This is a more fiscally responsible approach and then any money earned at this year’s event can be applied to next year’s Day of Percussion.

Chapters are HIGHLY ENCOURAGED to charge at least \$10 for admission to your event to PAS members and \$20 to non-members.

Grants can provide matching funds, allowing you to potentially double the impact of your chapter funds. You can apply for grants from a wide range of federal, state, local, and private sources. Submission deadlines range from one to 18 months before the event, so plan ahead of time! The “Americans for the Arts” website (www.artusa.org) has extensive information on grant opportunities (click on Funding/Support). One particularly helpful link on their website is www.artsusa.org.

Another organization, “Meet the Composer” (www.meetthecomposer.org), provides money to support composer interaction with audiences, so if your Day of Percussion performers are also composers, you may be able to obtain funding from them. These are just a few possibilities.

Suggested Timeline

| | | |
|-------------------------------------|---|----------|
| Date Selection | Mirroring national practice, the DOP for an upcoming year will be announced at the previous year’s DOP | 1 year |
| Save the Date Announcement | eGroup blast through the PAS Membership Services Manager and Chapter Services Page | 9 months |
| Place the Event on the PAS Calendar | http://community.pas.org/pasnetwork/Events/UpcomingEvents/ | 9 months |
| Finalize Financial Plan | <ol style="list-style-type: none"> 1. Host must provide Chapter EC with synopsis of DOP event for inclusion in Chapter Grant Application due August 1st. 2. Host must solidify host institutional or other third-party financial commitment 3. Host must deliver financial plan to Chapter EC for approval. | 7 months |
| Book Artists | <ol style="list-style-type: none"> 1. Document all correspondence and solidify commitments 2. Initiate correspondence with corporate sponsors to assist with artist’s fees 3. Agree upon artist fee and report to Chapter EC | 7 months |
| Schedule Announcements | <ol style="list-style-type: none"> 1. Poster that includes event schedule 2. Logistic information including travel directions, accommodations, parking, dining information, Message from the Host 3. Distribution of these through Chapter Website, Digital Newsletter, and eGroup blasts | 5 months |
| Infrastructure/Staffing | <ol style="list-style-type: none"> 1. Identify Staff/Personnel (students, parents, volunteers) 2. Assign duties | 3 months |

| | | |
|---------------------|---|---------------|
| | 3. Consider designing and distributing a t-shirt or other kind of apparel to identify staff 4. Identify catering 5. Notify PAS office of shipping information for display/materials | |
| Print Event Program | Design program (including PAS logo/website information); include cover, location map, schedule, programs for clinics/performances, artist biographies, "Thank You" acknowledgements. | 2 months |
| Thank You letters | Compose "thank you" letters on PAS stationery and mail out to artists, adjudicators, corporate sponsors, etc. | 2 weeks after |
| Grant Follow Up | Submit Individual Grant Following Up Reports | 30 days after |

DOP Responsibilities

The Chapter President

Submitting receipts/invoices to PAS, providing shipping information for DOP display and materials to the PAS Membership Services Manager (shipped from the PAS office), formulating/printing agenda and chairing the Chapter meeting at DOP, sending individual thank you notes to all clinicians, performing groups, and sponsors, and adding events to the PAS Events Calendar. Coordinate marketing with the PAS Media Relations Manager.

The Vice-President

Discussion of potential clinicians/performing groups with Chapter Officers, contacting clinicians to determine fees and availability, and making travel arrangements with clinicians, contacting performing groups, assembling DOP itinerary, and contacting sponsors for door prizes (at least 90 days in advance).

The Secretary/Treasurer

Coordinating DOP registration (including name tags, list of all attendees with addresses, door prize tickets), presenting chapter financial report at Chapter meetings, distributing copies of minutes from last meeting, and taking minutes at current meeting.

The DOP Host

Coordinates physical spaces for clinics/performances, assembles and prints DOP programs and door prize packages

(Note: Since the DOP host may not necessarily be a Chapter officer, it is important that he/she be included in all organizational correspondence.)

Someone should be assigned to take photos during DOP activities (including a posed shot with chapter officers, host, and clinicians) and submit an article to PAS for publication in "Rhythm Scene." Often the DOP host gets strapped with too many responsibilities, so the above organizational structure is intended to distribute duties fairly and equitably among members of the Chapter Executive Committee. This additional responsibility could be given to an officer or to a volunteer.

Student Delegates

Every effort should be made to utilize the Student Delegates to help promote the DOP. These individuals can assist with social media blasts, newsletters, advertisements, volunteers, schedules, sponsors, etc. They have volunteered to help PAS and their local chapter is a great way to get them involved.

Performing groups

Some Chapters have quite a large number of ensembles performing throughout the day. Other chapters have found it much more workable to invite only one college and one high school or middle school ensemble. Usually, one of these is from the host school, depending on whether the host is a college or high school. Believe it or not, attendance is often greater when a high school hosts the DOP!

Day of Percussion Package Requests

Each chapter will be supplied with a PAS Banner that can travel to NAFME conventions, Days of Percussion, or any other percussion-related activity. Other materials may be requested from PAS Membership Services Manager.

PAS Day of Percussion Cancellation Insurance

This form of self-insurance does not qualify as liability insurance that may be required by event venues. The chapter will be responsible for acquiring its own liability insurance for the event.

In an effort to reduce the financial exposure of any PAS chapter, the Percussive Arts Society has adopted a policy of self-insuring our Days of Percussion. In the event of a cancellation of a PAS Day of Percussion due to an unforeseen catastrophe or “Act of God,” the PAS Chapter President, in conjunction with the host of such an event, must submit to PAS the following information:

- Description of the planned event, including but not limited to: news releases, promotional fliers, programs, tickets, etc., indicating the date, location and time of the event(s)
- A detailed description of all losses directly incurred by the PAS chapter
- Housing and transportation receipts of expenses incurred for guests, artists/clinicians
- Promotional expenses directly incurred by the chapter for the direct promotion of the event.
- Copies of performance agreement with guest artist(s) detailing the expenses for which the PAS chapter is responsible.
- Any other expenses that have been incurred but are not covered by alternate sources such as department expenses, in-kind service, etc.
- A description of the cause of cancellation, including any supporting materials such as newspaper reports, etc.

Any claim will be subject to review/approval by the PAS Executive Director and the PAS Executive Committee and must be made within 30 days of the scheduled event.

Helpful Hints

- Promote your DOP events on social media outlets using the Hashtag, #(Chapter acronym)DOP(year). For example, a DOP in Texas in 2016 would use #TXDOP16.
- Be specific in your requests to businesses: Request “Dinner for two clinicians,” or “Two rooms for the night of the 17th,” rather than “a free meal and a bunch of rooms.”
- Bring a past program with you when approaching a potential sponsor and show them advertising space that will be donated in exchange for their goods and services.
- Network! Chapter members connected with local businesses can often find a car dealer, retailer, local sports or newscaster on TV or radio, and other personalities who once were a drummer in a corps, or are a “weekend warrior drummer,” who can provide many services beyond an anonymous contact with business.
- Invite music stores to sponsor a clinic or concert at a Chapter-sponsored event. Be specific in your request. For example, ask for “\$278 to help sponsor a flight” not “some money to help with a clinician.” Encourage or even get an agreement with the clinicians to autograph a picture for the sponsoring business. Many motels and restaurants have these pictures hanging long after the event. Give some event T-shirts to sponsors as incentives and thank-you gifts.
- Many local businesses will offer goods and services rather than money. Stores like Wal-Mart and grocery stores will contribute “gift cards” to obtain goods for your day (e.g., office supplies, bottled water, food trays, etc. for participants).
- Local airlines keep blocks of rooms reserved (and unused) for people that are bumped off flights. These rooms sit idle most the time. When complimentary rooms are not available try asking for a “managers special.”
- Invite chapter members to donate their time for a Day of Percussion clinic and to adjudicate contests and festivals.
- Investigate grant opportunities from local, state, and national foundations and agencies such as Arts Council, Humanities Council, Meet the Composer, and even businesses such as Wal-Mart and Target. Many different types of funds are available for relevant PAS events and programs.
- Explore contributions from area and state Arts Councils, local clubs, local governments, etc. including grants. Type in “Arts Councils” in any search engine on the Internet and you’ll find a wealth of information.
- Offer in-kind advertising space in digital Chapter Newsletters.
- Set reasonable fees for attendance at DOP events (for PAS members and non-members).
- Try to involve as many members as you can in this effort. Simply putting a request on your Chapter website PAS or e-mailer will yield more information, goods, and services than you

would expect.

- After events are concluded, send personal thank you letters or cards to any business or organization that sponsored your event in any way. It is especially powerful if the guest artists sign the card. If you can, have all of the artists sign one poster for each of your local sponsors and hand deliver it to them. Many business owners consider this a highly meaningful gesture that can pay big dividends when asking for future donations.

PART VI. MISCELLANEOUS

Outstanding Chapter Award

Each year at PASIC, the Society recognizes one Chapter for outstanding service. The Chapter is awarded with a plaque and \$1,000.00 check. Past recipients include:

| | |
|---|---------------------------------------|
| Ian Turnbull (Ontario), 1991 | Lauren Vogel Weiss (Texas), 2002 |
| Lauren Vogel Weiss (Texas), 1992 | Fernando Hashimoto (Brazil), 2002 |
| Kristen Shiner McGuire (New York), 1993 | Blair Helsing (California), 2003 |
| Keith Aleo (Florida), 1994 | Anders Astrand (Sweden) 2004 |
| Mark Dorr (Iowa), 1995 | Chris Moore (Alabama) 2004 |
| Nigel Shipway (United Kingdom), 1996 | Nicholas Ormrod (United Kingdom) 2005 |
| Marshall Maley (Virginia), 1997 | Cary Dachtyl (Ohio) 2006 |
| Peter O’Gorman (Minnesota), 1998 | Antonio Santangelo (Italy) 2007 |
| Eric Hollenbeck (Alabama), 1999 | Larry Lawless (Texas) 2008 |
| Jim Royle (Connecticut), 2000 | Frank Shaffer (Tennessee) 2009 |
| Frederic Macarez (France), 2001 | |

In 2010 the Outstanding Chapter President Award was replaced with Outstanding Chapter Award recognizing that that an outstanding chapter president’s contributions are really the reflection of the work of the other chapter officers as well as the chapter membership.

Arizona 2010

Josh Gottry (President)
Joseph Goglia (Vice President)
Wes Hawkins (Secretary/Treasurer)

California 2011

Matthew Darling (President)
David Gabrielson (Vice President Central)
Dave Gerhart (Vice President Southern)
Todd Johnson (Vice President Southern)
Daniel Kennedy (Vice President Northern)
Joe Lizama (Treasurer)
Ariel Campos (Secretary)

Australia 2012

Gary France (President)
Mark Robinson (Vice President)
James Bailey (Treasurer)
Andrew Wiering (Secretary)

Illinois 2013

Greg Beyer (President)
Ruben Alvarez (Vice President)
Doug Bratt (Treasurer/Secretary)
Ben Wahlund (Director of Publications)
Adam Cowger (Webmaster)

Utah 2014

Mike Sammons (President)
Darren Bastian (Vice-President)
Bret Hughes (Treasurer)
Jared Morris (Secretary)

Canada-Alberta 2015

Adam Mason (President)
Malcolm Lim (Vice President)
Matt Groenheide (Treasurer)
Joe Porter (Secretary)

Chapter Bylaws

Please refer to the following as a template to be used for your own Chapter Bylaws.

Bylaws of the **Illinois** Chapter of the Percussive Arts Society

ARTICLE ONE - NAME AND AFFILIATION

1.1 Name: The name of the organization shall be known as the **Illinois** Chapter, Percussive Arts Society, hereinafter referred to as the **IL**PAS, which is an affiliate of the Percussive Arts Society, Inc., hereinafter called PAS.

1.2 Affiliation: The **IL**PAS has been officially recognized, and as such, will abide by the official bylaws of PAS. It is understood that the chapter is not an independent society, but an affiliate of PAS. **Illinois** members are to pay dues to PAS for their membership and are therefore eligible to receive PAS publications commensurate with their membership level and to attend and vote at all general **IL**PAS meetings.

1.3 Logo: The logo shall be the same as that of PAS.

ARTICLE TWO – PURPOSE

2.1 The purpose of the **Illinois** chapter shall be to raise the level of musical percussion performance and teaching, and to increase the understanding of the needs and responsibilities of the percussion student, teacher, and performer.

ARTICLE THREE – OFFICERS

3.1 Election of Officers: The officers shall consist of President, Vice President and Secretary/Treasurer. Terms shall be for three years with all officers eligible for re-election. All current **Illinois** members who are in good standing with PAS shall be eligible to vote. Nominations will be accepted for consideration from any current **Illinois** member. Previous permission should have been received from the nominees prior to their name being placed on the ballot. Self-Nominations are welcome. All **Illinois** members shall receive, by email, an official ballot and slate. All ballots are to be tabulated and new officers shall take office no later than the first day of June of the election year.

3.2 Duties of Officers

President

- To represent the state chapter in all matters of business not designated to other officers.
- To establish time and place for all chapter meetings.
- To preside over chapter meetings.
- To be liaison with PAS through the PAS President-Elect.
- To submit written reports of chapter activities when required or requested by PAS.

- To appoint any additional committees deemed necessary to the accomplishment of chapter activities.

Vice President

- To assist the President in his/her duties.
- To act as projects chair, thereby coordinating chapter efforts in the areas of (but not limited to) contests, symposiums, clinics, and education conventions.

Secretary/Treasurer

- To share joint responsibility with the other officers in issuing the chapter newsletters.
- To prepare and submit annual expenses and annual fiscal report.
- To record the minutes of each general meeting so that they may be distributed to the Illinois membership.
- To help the President keep an accurate accounting of all funds in the chapter treasury.

ARTICLE FOUR - ILPAS EXECUTIVE COMMITTEE

4.1 The President, Vice President and Secretary/Treasurer shall constitute the ILPAS Executive Committee. The President shall be the chair of the committee.

4.2 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, e-mail, or telephone.

4.3 A quorum of all (three) Executive Committee members is required to transact business. Items of business shall require a vote of two for passage.

ARTICLE FIVE - FUNDS AND FINANCE

5.1 Every PAS member is a member-in-good-standing of his or her chapter. There shall be no additional dues required of Illinois chapter members.

5.2 Each year upon timely submission of completed reports required by PAS, ILPAS will be eligible to receive a grant of support for chapter activities.

5.3 The ILPAS Executive Committee shall be responsible for creating an annual budget. Following notification of the PAS grant, a final (and revised if necessary) budget shall be created.

5.4 The fiscal year shall begin on January 1 and end on December 31.

ARTICLE SIX - DAY OF PERCUSSION

6.1 The location of the ILPAS Day of Percussion shall alternate between a Chicago-area site and other locations around the state.

6.2 Requests to host the Day of Percussion shall be submitted to the ILPAS Executive Committee. All host sites shall be determined by the ILPAS Executive Committee.

ARTICLE SEVEN – AMENDMENTS

7.1 These bylaws may be amended by two-thirds of the voting ILPAS members. Membership must be given at least two weeks to return ballots.

7.2 Amendment proposals shall be submitted to the ILPAS Executive Committee in the following format:

- Proposals shall be made in the form of text to replace, in whole or in part, some provision of these bylaws.
- Each proposal shall contain no more than one alteration of substance. A brief explanation of the reason(s) for the revision shall accompany the proposal.

7.3 Proposals shall be considered by the ILPAS Executive Committee, and upon approval by the PAS Executive Committee, the proposal may be transmitted to the Illinois chapter membership without change or comment. If a proposal is approved by the ILPAS membership, it will take effect immediately.

PAS Chapter Elections (revised November 2016)

With our capabilities through the PAS Website and Chapter Services, please refer to the following guidelines when you are ready to establish a chapter election. Chapter Elections must be held in either January – April, or August – September of any given year.

1. Have a timeline in mind for when you would like to run your election (minimum 2-week window). You will also need to establish a deadline for your nomination process, in order to have candidates' names, bios and photos to the PAS Membership Services Manager ahead of the election start date.
2. Compose a message to your chapter notifying them of the positions that will be open, and requesting nominations for these offices. This message needs to be sent to the PAS Membership Services Manager, so it can then be forwarded by email to your ENTIRE chapter (not just those in attendance at a chapter meeting or event). Please indicate that all nominations should be directed to membership@pas.org.
3. Once your election has begun, it cannot be modified (no extensions or edits). Elections need to be open for a minimum of two weeks.
4. The PAS Membership Services Manager initiates the online election module, which is automated and will notify chapter members in good standing of the election by an e-mail invitation to participate. The electronic ballot will include candidates' names, bios, and photos (if provided). Once a member votes, he or she will be sent an additional email asking the individual to validate his or her ballot. A confirmation e-mail will then be sent to the member saying that his or her vote has been received and counted. **INDIVIDUALS WHOSE MEMBERSHIP ARE NOT CURRENT AT THE BEGINNING OF THE ELECTION WILL NOT BE ABLE TO VOTE.**
5. At the end of the election, the PAS Office will have access to the results and will notify the current President or Interim President of the new slate of officers elected. The Chapter President will be asked to contact all candidates regarding the results, and then compose a message to the chapter membership.
6. Once all candidates have been notified, the PAS Membership Services Manager needs to be notified of the start date for the new officers. Any changes in admin credentials for editing the chapter webpage will also need to be submitted.

PAS Chapter Social Media Guide
PAS Social Media & Web Content Manager
socialmedia@pas.org

Objectives

Use your social media pages to foster a sense of percussion community for your followers 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. Use Facebook Insights to see when most of your followers are online.
- The PAS Facebook page aims to post at 8:00 a.m. and 12:00 p.m. EST. This is when most of our followers are online and we get the highest engagement.
- 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.

To Activate Notifications for a Page:

1. Navigate to the Page on Facebook.
2. “**Like**” the Page and continue hovering over the “Like” button
3. When the drop down menu appears, select “**Get Notifications**”

Example Chapter: PAS Hong Kong, <https://www.facebook.com/PASHongKong>