

**MTAC SOUTH BAY BRANCH**  
**Affiliated with the Music Teachers' Association of California**  
P.O. Box 3745  
Palos Verdes Peninsula, CA 90274

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**COMMUNITY OUTREACH**  
**MUSIC STUDENTS' SERVICE LEAGUE**  
**SOUTH BAY BRANCH**

**STANDING RULES**  
**2014-2015**

**I. PURPOSE**

Music Students' Service League South Bay Branch (MSSL-SBB) is a branch sponsored community outreach program. MSSL-SBB allows students to integrate service experiences with their music studies, which enhances their performance curriculum, fosters a spirit of volunteerism and benefits the community. MSSL-SBB is also an opportunity for the students to learn about professional organization and its procedures as well as to increase students' knowledge and help prepare them for leadership roles in the future.

The MSSL-SBB members share their gift of music with the community by giving recitals in venues such as senior citizens' homes, helping at South Bay Branch events and by engaging in other music-related volunteer activities.

MTAC South Bay Branch awards MSSL-SBB students with community service credit for their time, efforts and talents. These awards help students fulfill their graduation requirements of their schools and for other service organizations. The students, who need to have community

service credits as part of their school curriculum, may use MSSL-SBB activities to fulfill these service requirements. However, it is up to each student's school whether or not the hours will be accepted and counted for community service hours at each individual school. Each MSSL-SBB member should check with their school administration for the school policy.

## II. MEMBERSHIP

To be a member of MSSL at MTAC South Bay Branch, the student:

- a) must be studying with a MTAC South Bay Branch teacher
- b) must be a middle or high school student
- c) must pay annual membership dues of \$15 that will cover September 1st through August 31st in the following year.
- d) may join MSSL-SBB any time throughout the year.
- e) needs to attend at least one meeting per year to start participating in the MSSL-SBB activities. Attendance at the general meeting **MUST** be by the MSSL member and not by any other person in lieu of the MSSL-SBB member. Attending the MSSL September Orientation Meeting is most strongly recommended to fulfill this responsibility.

## III. ACTIVITIES

### 1. MEETINGS

- a) The dates, times, and location of all the board meetings and all the general meetings of the year will be determined in August and they will be posted on the MTAC South Bay Branch website on the Visitor's page by September. The meeting reminders are sent to the MSSL-SBB participating teachers and the MSSL-SBB members by the MSSL-SBB Student Advisor via email, and are also posted on MSSL FACEBOOK for the MSSL-SBB members by the Webmaster/Technology Chair at least one week before the each meeting.
- b) The MSSL-SBB student board meetings and the MSSL-SBB general meetings will be held bimonthly. Each meeting equals one (1) hour of service credits.
- c) The MSSL-SBB students are strongly encouraged to attend the September orientation meeting to start participating in the MSSL-SBB activities.

## 2. COMMUNITY SERVICE RECITALS AT SENIOR HOMES

The community service recitals at venues such as senior homes will be typically held monthly. At each recital, performing equals five (5) hours of service credit and ushering equals three (3) hours of service credit.

In order to perform at the MSSSL-SBB community service recitals, the student must have the performance capability of MTAC Certificate of Merit Level 5 or higher. (No need to be a participant in the Certificate of Merit Program. The candidates with no CM experience must consult the MSSSL-SBB Student Advisor and give him/her a list of repertoire that the student can perform proficiently.) The concerts are typically held at the following venues:

Pacific Inn in Torrance 310-540-5981

Sunrise in Hermosa Beach 310-937-0959

Belmont Village in Palos Verdes 310-377-6431

Silverado Senior Living in Redondo Beach 310-421-4867

The Recital reminders are sent to the MSSSL-SBB participating teachers and the MSSSL-SBB members by the MSSSL-SBB Student Advisor via email and are also posted on MSSSL FACEBOOK for the MSSSL-SBB members by the Webmaster/Technology Chair at least one week before the each meeting.

## 3. OUTREACH FUNDRAISING OPPORTUNITIES

The MSSSL-SBB students may also receive community service credit by participating in fundraising activities. The credits will be determined by the type of fundraising and number of hours spent on the fundraiser.

### a) Mr. Holland's Opus

An on-line Foundation which raises funds in order to provide music lessons for young children in need or to donate musical instruments to schools or other music education programs that involve at-risk and under-privileged children and youths

### b) Practice-A-Thon

Participation in "Practice-A-Thon" in conjunction with the MTAC West Los Angeles Branch benefits Youth Orchestra LA Program and Soweto Instrument Project. The Practice-A-Thon is an ongoing event in which a student, during a chosen 15 day period,

records the number of hours practiced each day. At the same time, the student collects sponsors who can either donate per hour practiced by the student or simply donate a set amount of money. Prizes are awarded to students with the highest practice and fundraising dollars. MSSL-SBB members who participate in Practice-A-Thon will receive two (2) hours of service credit.

(Opportunities are subject to change.)

#### 4. DONATION OPPORTUNITY

Donating Instruments and donating for instrument repair costs to a public school in need. The funds used for these donations are taken from the annual membership fee.

(Opportunities are subject to change.)

#### 5. OTHER VOLUNTEER OPPORTUNITIES

The MSSL-SBB students may also receive community service credit by participating in other volunteer activities. The credits will be determined by the type of work and number of hours spent on the volunteer activity.

##### Marina Del Rey Summer Concerts

The Los Angeles County Department of Beaches and Harbors is offering the music students the opportunity to assist with the Marina Del Rey Summer Concerts. The tasks include setting up the chairs, seating people in the VIP section, and helping the audience stay in their designated seats.

(Opportunities are subject to change.)

### IV. MSSL-SBB GOVERNANCE PROCEDURES

#### 1. ELECTION PROCEDURES

- a) The election for members of the MSSL-SBB Student Board is held at the MSSL-SBB general meeting in May.
- b) Prior to the election, the student must file his/her candidacy to MSSL-SBB Student Advisor. The deadline to file candidacy will be communicated by the MSSL-SBB Students Advisor via email.

- c) At the May general meeting, each prospective board member gives a short speech providing their age, reasons for running, why they would be a good candidate, and other activities in which they participate.
- d) The ballots are prepared by the MSSL-SBB Student Advisor and handed out at the election. Each member is allowed one vote per candidate by circling their choice of candidate.
- e) The current president cannot vote.
- f) Two people appointed by MSSL-SBB Student Advisor will count the ballots. No candidate may count ballots.
- g) Officers shall assume office on August 1st.
- h) No one will serve the same position any more than two terms.

## 2. OFFICERS---THEIR QUALIFICATIONS, DUTIES AND TERMS

### a) President

- i) Qualifications: Previous MSSL-SBB board experience and must be a high school senior. If there is no high school senior candidate, high school junior will be able to run for the presidency.
- ii) Duties: Serves as MC (Master of Ceremonies) at community service recitals, prepares agenda and turns it in to the Student Advisor and the MTAC South Bay Branch President at least one week prior to the meeting, conducts MSSL-SBB general/board meetings.
- iii) Terms: One year

### b) Vice President

- i) Qualifications: Previous MSSL-SBB board experience
- ii) Duties: If the President is absent or unable to act, the Vice President will perform all the duties of the President. The VP needs to assist all the board positions when necessary and fill in for them when needed, according to the request of the MSSL-SBB Student Advisor.
- iii) Terms: One year

c) Treasurer

- i) Qualifications: None, but experience as a chairperson is recommended
- ii) Duties: Keeps track of the finances: incomes, expenses and balance and coordinates with the fundraising chair to create fundraising opportunities, prepares and submits the treasurer's report along with the bank statements to the MSSSL-SBB Student Advisor and the MTAC South Bay Branch President bimonthly via email and reads the treasurer's report at the MSSSL-SBB board meetings and at the MSSSL-SBB general meetings.
- iii) Terms: One year

d) Co-Directors of Publicity

- i) Qualifications: None, but experience as a chairperson is recommended
- ii) Duties: Call recital venues to schedule recitals, call to remind the venues about the recitals.
- iii) Terms: One year

Other Board Responsibilities:

1. Preparing Minutes

A board member will be appointed by the MSSSL-SBB Student Advisor at each meeting to prepare the minutes of the board meeting and the general meeting. This person is responsible for preparing the minutes for both meetings and turning them in to the MSSSL-SBB Student Advisor within two weeks after the meetings. The MSSSL-SBB Student Advisor will make corrections if needed, and turn it in to the MTAC South Bay Branch President.

2. Preparing the Programs for Community Service Recitals

A MSSSL-SBB board member will be appointed by the MSSSL-SBB Student Advisor to prepare the program for each Community Service Recital. This person is responsible for submitting the program draft to the MSSSL-SBB Student Advisor and the South Bay Branch President for the proofreading and final approval at least five days before the

recital.

## V. THE NON-BOARD CHAIRS

- a) Do not attend the board meetings
- b) May not vote for the new rules
- c) These positions are created by anyone at any time based on need. The Vice President, the Treasurer and the two Co-Directors of Publicity at the MSSL-SBB Student Board will vote for approval of these positions.
- d) These positions currently include:
  - Webmaster/Technology Chair
  - Corresponding Secretary Chair
  - Fundraising Chair
  - Historian Chair

## VI. MSSL-SBB TREASURY

MSSL-SBB will have its own treasury and bank account that is separate from the one used for MTAC South Bay Branch. MSSL-SBB membership dues and any donations made to MSSL-SBB are directly deposited to this account. MSSL-SBB has the right to discuss how to spend the money in this treasury. MSSL-SBB is obliged to account to the MTAC South Bay Branch Board for approval of the decision and details governing expenditures.

## VII. APPLICATION PROCEDURES

### 1. FOR MEMBERSHIP

- a) Teachers must annually turn in the application form for each returning MSSL-SBB student and any new student requesting membership in MSSL-SBB. The form is found on the Member's Home Page under "Programs"- "Community Outreach-MSSL" at the South Bay Branch website ([www.mtacsouthbay.org](http://www.mtacsouthbay.org)).
- b) Teacher must write one check drawn from his/her account made out to MTAC South Bay Branch for the total amount of annual fees to cover all the applying students. (\$15 per student)
- c) Teacher must turn in the South Bay Branch Limitation of Liability and Dispute

Resolution Provisions Form for branch programs for each student signed by the teacher and the student. If the student is under 18 years of age, the parent or the legal guardian also must sign. The form is found on the Member's Home Page under "Forms and Templates" at the South Bay Branch website ([www.mtacsouthbay.org](http://www.mtacsouthbay.org)).

- d) Send the signed forms to: MSSSL-SBB Student Advisor (address listed in the South Bay Branch directory).
- e) There is no deadline for membership application. The calendar year and dues renewal begin September 1st of each year.

## 2. FOR COMMUNITY SERVICE RECITALS

- a) The performers at MSSSL-SBB community service recitals are the MSSSL-SBB members with performance abilities at CM Level 5 or higher.
- b) The community service recital information and application form are emailed individually to the students by the MSSSL-SBB Student Advisor after the student has fulfilled the duty of attending at least one meeting per year. Once the student receives the recital application form from the MSSSL-SBB Student Advisor, the student is responsible to keep the form at hand and use it throughout the academic year. The students must fill out this form completely and e-mail it to the MSSSL-SBB Student Advisor. The deadline for the recital application is ten days in advance of the upcoming recital.
- c) The student who prepares the program for the community service recitals must submit it to the MSSSL-SBB Student Advisor and the South Bay Branch President no later than five days prior to the recital date. Proofreading and corrections will be made by the South Bay Branch Advisory Committee and/or the South Bay Branch Program Proofreader.
- d) There will be a guideline and template to follow for the typed programs. The South Bay Branch would like to ensure correct spelling of composers and the proper way of listing titles (e. g. Opus No., BWV, names of keys, etc.)