

Constitution

and

By-laws

of

**The Southeast Missouri
Music Educators Association**

(Updated 2005)

ARTICLE I

Name and Purpose

- Section 1. The name of this organization shall be the **Southeast Missouri Music Educators Association**.
- Section 2. The purpose of this organization shall be the improvement of school music through the united efforts of all members representing each phase of music education in the district.

ARTICLE II

Affiliations

- Section 1. This organization shall be affiliated with the Missouri Music Educators Association, the Music Educators National Conference, the Missouri State Teachers Association, and the National Education Association.
- Section 2. This organization shall maintain a cooperative relationship with the Missouri State High School Activities Association, the Missouri Department of Education, and any other organization that seeks to promote better music in the schools of the state.

ARTICLE III

Membership

- Section 1. Kinds of membership: There shall be three kinds of membership: Full, Associate, and Student.
- A. *Full Membership* shall be available to any teacher actively engaged in music education in any school or schools within the boundaries of the Association, and to any studio teacher actively engaged in teaching music within the boundaries of the Association.
 - B. *Associate Membership* shall be available to any person legally residing within the boundaries of the Association who, not qualified under subsection A of the Article, is interested in the cause of music education within the schools.
 - C. *Student Membership* shall be available to any student regularly enrolled in the Music Department of any accredited college or university in the State of Missouri, and who legally resides within the boundaries of the Association.
- Section 2. Requirements for Membership.
- A. Individual requirements for the particular type of Membership desired, as set forth in Section 1 of this Article, must be met.

B. Membership in the State Music Organization (MMEA) is required.

Section 3. Loss of Membership.

A. No person shall be considered a legal member of the Southeast Missouri Music Educators Association who is not currently a member of the State Organization as set forth in Section 2, subsection B of this Article. Failure to maintain membership in the State Organization shall result in loss of membership in the Southeast Missouri Music Educators Association.

Section 4. Boundaries.

A. For purposes of membership, the boundaries of the Association shall be those as defined in the constitution of the Missouri Music Educators Association for the Southeast District.

Section 5. Privileges.

- A. The right to hold any office in the Association is reserved to those members maintaining a FULL MEMBERSHIP.
- B. The right to vote is reserved to those members maintaining a FULL MEMBERSHIP.

ARTICLE IV

Officers

Section 1. The officers of this Association shall be as follows:

President	
President-Elect	Secretary/Treasurer
Vice President/Senior High Band	Vice President/Senior High Vocal
Vice President/Junior High Band	Vice President/Junior High Vocal
Vice President/Orchestra	Vice President/Jazz Band
Vice President/Elementary	Vice President/College
Past President	

Section 2. Each officer shall be a person holding a FULL MEMBERSHIP, as set forth in Article III, Section 1, subsection A.

Section 3. Officers shall serve without pay.

Section 4. Officers and apprentices shall be elected during January on odd-numbered years for a term of two years. (Note: an apprentice will be elected to accompany each Vice President – with the exception of the Vice President/College – and will be encouraged to attend all executive board meetings to serve in a “non-voting” capacity.)

- A. The term year as used in section 4 shall mean the period from one MMEA Convention meeting to the next.

Section 5. The officers of the Association, together with the immediate past-president, shall constitute the EXECUTIVE BOARD.

ARTICLE V

Nomination and Election of Officers

Section 1. Nomination of Officers.

- A. The nominating committee shall be comprised of the Members of the executive board; the president will serve as chairman.
- B. At least four weeks before the annual MMEA convention meeting, at which officers are to be elected, the nominating committee shall meet and prepare a list of candidates for each office, with the exception of the office of president.
 - 1. The office of the president shall be a non-elective office. The president-elect shall automatically succeed to the office of president at the expiration of the president's regular term of service.
- C. At least two weeks before the annual meeting at which officers are to be elected, the chairman of the nominating committee shall furnish to the secretary of the Association the completed slate of candidates. The secretary shall prepare suitable ballots containing the list of candidates to be prepared for the election.
- D. On the first day of the annual meeting at which officers are to be elected, the chairman of the nominating committee shall present to the members assembled the ballots containing the list of candidates prepared by his committee.
- E. Further nominations from the floor shall be accepted if offered.

Section 2. Election of Officers.

- A. Election shall be by ballot. (Note: only *current* members of MMEA are eligible to vote.)
- B. It shall be the duty of the nominating committee to tabulate the results of the voting.
- C. The candidate receiving the highest number of votes cast for any particular office shall be considered elected to that office.
- D. Should there be a tie in the number of votes cast for the candidates for any particular office, a second election for that particular office, by ballot, shall immediately be held.

ARTICLE VI

Duties of Officers

- Section 1. The duties of the President shall be as follows:
- A. He shall be the executive officer of the Association and shall preside at all meeting of the Association and of the Executive Board.
 - B. He shall exercise general supervision over all activities of the Association.
 - C. With the approval of a majority of the members of the Executive Board, he shall have authority to call a special meeting of the Association.
 - D. He shall call meetings of the Executive Board at his discretion and also at the request of not less than six members of the Executive Board.
 - E. He shall appoint any committee or committees he may deem necessary, and shall be an ex-officio member of all such committees.
 - F. He shall make such appointments as are necessary to fill vacancies in offices and committees, as set forth in Article VII, Sections 1 and 2.
 - G. He shall represent the Association as a member of the Executive Board of the Missouri Music Educators Association.
 - H. He shall, with the secretary, prepare an order of business for each regular meeting of the Association.
 - I. He shall perform any other duties that usually pertain to the office of the president.

- Section 2. The duties of the President-Elect shall be as follows:
- A. In the absence of the president, he shall preside at meetings of the Association.
 - B. He shall perform any duties as may be assigned to him by the president.
 - C. He shall automatically succeed to the office of president at the expiration of the president's regular term of office, as set forth in Article V, Section 1, subsection B-1.

- Section 3. The duties of the Vice Presidents of the various departments shall be as follows:
- A. *Vice President of Senior High Band:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any Senior High Concert Band activity sponsored by the Association.
 - B. *Vice President of Junior High Band:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any Junior High Concert Band activity sponsored by the Association.
 - C. *Vice President of Jazz Band:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any Jazz Band activity sponsored by the Association.
 - D. *Vice President of Orchestra:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any Orchestra activity sponsored by the Association.
 - E. *Vice President of Senior High Vocal Music:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any Senior High Vocal activity sponsored by the Association.

- F. *Vice President of Junior High Vocal Music:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any Junior High Vocal activity sponsored by the Association.
- G. *Vice President of Elementary Music:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any Elementary activity sponsored by the Association.
- H. *Vice President of College Music:* He shall assist in all general items of business of the Association, and shall specifically be in charge of any college music activity sponsored by the Association. He shall also assist any of the other vice presidents in any manner required in the promotion of their activities, especially those activities held at a college site.

Section 4. The duties of the Secretary/Treasurer shall be as follows:

- A. He shall keep the records of membership, attendance, finances, and official correspondence.
- B. He shall keep the minutes of all meetings of the Association, a copy of which shall be sent to each school in the Southeast District not later than two weeks after such meetings, and a second copy placed in the files for permanent record.
- C. He shall pay all legal bills owed by the Association, and shall withdraw from the treasury such funds as are necessary for the payment of such bills.
- D. He shall collect all funds due and paid to the Association and shall deposit such funds in the official depository designated by the Association.
- E. He shall withdraw from the treasury at such times as may be necessary funds required for the carrying out of the official duties of his office.
- F. He shall, with the president, prepare an order of business for each regular annual meeting, and shall, if possible, mail a copy to each school at least one week before the date of the meeting. The order of business shall include any prospective Board or any member holding a FULL MEMBERSHIP and any proposed amendments to the Constitution of addition to the By-laws.
- G. He shall prepare suitable ballots to be prepared for the election of officers of the Association as set forth in Article V, Section 1, subsection C.
- H. He shall submit an annual financial report in writing, to be presented at the January meeting. Copies of such annual financial reports shall be made available to any member desiring such a copy.
- I. His accounts and books and the official copy of the minutes shall at all times be available for inspection by any member of the Association, but shall not be taken from his custody for inspection.

Section 5. The duties of the Past-President will be as follows:

- A. He shall attend all regular and executive board meetings.
- B. He shall be in charge of membership enlistment.

ARTICLE VII

Vacancies

- Section 1. Temporary Vacancies:
- A. In the temporary absence of the president at any meeting of the Association, the president-elect shall preside, as set forth in Article VI, Section 2, subsection A.
 - B. Should the president and the president-elect both be temporarily absent at any meeting of the Association, the immediate past-president shall preside.
 - C. Should the secretary/treasurer be temporarily absent from any meeting of the Association, the president shall appoint one of the members present to act in that particular meeting.
- Section 2. Permanent Vacancies:
- A. Should the president for any reason become permanently unable to continue in office, the president-elect shall immediately assume the duties of the office of president. He shall serve out the remainder of the unexpired term, and at the end of such term shall retain the office of the presidency for the next regular term.
 - B. Upon assuming the presidency as set forth in Section 2, subsection A of this Article, the new president, with the approval of a majority of the Executive Board, shall then appoint a new president-elect, who shall serve the remainder of the unexpired term. At the next regular meeting of the Association at which officers are to be elected, the appointee to the office of president-elect shall be included on the slate of candidates prepared by the nominating committee, as a candidate for the office of president-elect.
 - C. Should the president-elect become permanently unable to continue in office, the president shall appoint a new president-elect, following the procedure as set forth in subsection B immediately above.
 - D. Should a permanent vacancy occur in any office other than the office of president and of president-elect, the president, with the approval of a majority of the Executive Board, shall make such appointment or appointments as may be necessary to fill such vacancies. The appointees shall hold office for the remainder of the unexpired term.

ARTICLE VIII

Meetings

- Section 1. Annual Meetings. There will be two general meetings per year. One shall coincide with the MMEA convention (January) and the other will coincide with the All-District Band or Choir performance in alternating years (November).
- Section 2. Special Meetings. Meetings in addition to the regular annual meetings may be called by the president with the approval of a majority of the Executive Board, as set forth in Article VI, Section 1, subsection C.

Section 3. Executive Board Meetings. The Executive Board shall meet as set forth in Article VI, Section 1, subsection D.

ARTICLE IX

Section 1. Definition.

- A. The term LEGISLATION as herein used, shall be defined as any methods, rules, regulations, or procedures which may be legally adopted by the Association as set forth in Section 2 of the Article, and which are not already set forth in this Constitution, and which may not be construed as amendments to this Constitution, or additions to the By-laws.
- B. Legislation Power.
The legislative power of the Association shall be vested in the Executive Board, and in those members of the Association holding a FULL MEMBERSHIP.

Section 2. Methods.

- A. Legislation may be initiated and prepared by the Executive Board, such proposed legislation to be presented to the members assembled at a regular or called meeting of the Association.
- B. Legislation may be initiated and prepared by any member or members of the Association holding a FULL MEMBERSHIP, such proposed legislation to be presented to the president not later than 60 days before a regular annual meeting of the Association. The president shall present such proposed legislation to the members assembled at the next immediate regular meeting of the Association.
 - 1. Any proposed legislation shall be included in the order of business, as set forth in Article VI, Section 4, subsection F.
 - 2. If, in the opinion of the president and a majority of the Executive Board, such proposed legislation as described in Section 3, subsections A and B of this Article is deemed of sufficient importance.

Section 3. Enactment

- A. It shall require a simple majority vote of the members present and voting to approve any legislation presented.

ARTICLE X

Quorum

Section 1. Full membership. A quorum shall consist of one-fourth of the members holding a FULL MEMBERSHIP.

- Section 2. Executive Board. A quorum shall consist of not less than six members of the Executive Board.
- Section 3. Procedure. No actions or procedures of the Association or of the Executive Board in any meetings assembled shall be considered legal or binding unless the requirements for a quorum as set forth in Sections 1 and 2 of this Article is met.

ARTICLE XI

Revenue and Finance

- Section 1. The fiscal year of the Southeast Missouri Music Educators Association shall begin on July 1 and end on June 30.
- Section 2. Revenue shall be from any profits of any activity sponsored by the Association, and from any dues as may be prescribed payable to the Association.
- Section 3. Disbursement from the treasury shall be as follows:
- A. The treasurer shall disburse such funds as are necessary as set forth in Article VI, Section 4, subsection C.
 - B. Any disbursement of funds other than in the manner as set forth in subsection A immediately above, must be approved and recommended by the Executive Board, and must be voted upon by the membership in any regular or called meeting. It shall require a two-thirds majority of the members present and voting to approve such disbursement. (Note: this presumes that the Executive Board must be made aware of any proposed expenditures as suggested in subsection B early enough for them to discuss it for approval or rejection, before any regular or called meeting.
- Section 4. The funds of the Association shall be deposited in an official depository to be designated by the Association.

ARTICLE XII

Amendments and addition to the By-laws

- Section 1. Amendments to this Constitution and additions to the By-laws shall be made in the following manner:
- A. A proposed amendment or a proposed addition to the by-laws must be submitted, in writing, by any member of the Association holding a FULL MEMBERSHIP, to the members of the Executive Board, individually at least four weeks prior to the next regular annual meeting of the Association.
 - 1. Notification that such proposed amendments or additions to the by-laws are considered and shall be included in the notice of the next

regular annual meeting of the Association sent out by the secretary as set forth in Article VI, Section 4, subsection F.

- B. Proposed amendments and proposed additions to the by-laws shall be voted on at the first regular annual meeting following the submission of such proposals to the Executive Board.
- C. A two-thirds majority vote of the members present and voting shall be required for the adoption of any proposed amendments or additions to by-laws.

ARTICLE XIII

Activities

Section 1. The activities of this Association shall be any activities in the field of music sponsored and carried out by the Association.

Section 2. Participation in any activity sponsored and carried out by the Association shall be open only to those schools in which at least one music teacher holds FULL MEMBERSHIP in the Association. (Note: this is controversial, and may be changed by the membership at the next meeting.)

ARTICLE XIV

Procedure

Section 1. Wherever necessary, **ROBERTS RULES OF ORDER** shall be in effect in any meetings of the Association and of the Executive Board.