

# By-Laws of the Arkansas Music Educators Association

## Article I - Government

### Section 1. Duties of Officers.

The following officers make up the Executive Council.

**A. President.** The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Council; have authority to call special meetings; appoint non-elected members; and be an ex-officio member of all committees, except the nominating committee. The President shall appoint any active member to fill any vacancy that may occur among the elected officers until the next regular election as specified in Article VI, Section 2, of the Constitution. The President shall call for any needed electronic ballot. The President shall authorize the disbursement of all funds of the Association. The president shall coordinate and host the ArkMEA sessions presented at the Arkansas All-State Convention each spring.

**B. President-Elect.** In the absence of the President, the President-Elect shall assume all parliamentary duties. The President-Elect shall serve as chair of the Professional Development Conference Planning Committee and shall assume other specific responsibilities delegated by the President or the Board of Directors.

**C. Secretary.** The Secretary shall record the minutes of all meetings of the Executive Council, the Board of Directors, and the general membership. A copy of the minutes of the general meeting shall be published on the ArkMEA website. A copy of the minutes of the Executive Council and Board of Directors meetings shall be sent to Board members within thirty (30) days following each meeting. The Secretary shall keep all correspondence and other records of the association. The Secretary shall assist the Treasurer with registration at the Professional Development Conference. At the expiration of the Secretary's term of office, all documents shall be turned over to the incoming President.

**D. Treasurer.** The Treasurer shall be the custodian of all Association funds And shall keep a record of all income and expenditures. The Treasurer will chair the Awards and Scholarship Committee. The Treasurer shall be responsible for the payment of bills and financial obligations of the Association, and shall be in charge of registration for the Professional Development Conference. The Treasurer shall prepare annual tax forms as required to maintain the organization's status as a not for profit organization. At the expiration of the term of office, the funds, books, canceled checks, receipts, documents, and records in their complete form, together with all correspondence, shall be turned over to the incoming President, after an audit by a certified accountant or by the Board of Directors.

### E. Past-President/Parliamentarian.

The Past-President/Parliamentarian shall be present at all meetings of the Association to interpret procedures according to the Constitution and Robert's Rules of Order. The Past-President/Parliamentarian shall serve as chair of the Constitution Committee and as an advisor to the President.

**Section 2. Duties of the Executive Council.** The Executive Council shall:

- A.** Develop an annual budget for the Association for approval by the Board of Directors at the Summer Board meeting.
- B.** Authorize the payment of bills and other budgeted expenses.

**Section 3. Duties of the Board of Directors.** The Board of Directors shall:

- A.** Administer and be responsible for the business management, educational affairs, and general operation of the Association.
- B.** Have the responsibility for the Association's general policies and program of activities.
- C.** Act upon the finalization of the date and place of the ArkMEA Professional Development Conference.
- D.** Approve appointments made by the Executive Council.
- E.** Authorize a complete auditing of all accounts of the Association.

**F.** Assist in all general items of business of the Association and shall aid specifically in matters pertaining to his/her respective division.

**G.** Approve selections of any employees of the Association.

**H.** Authorize the bonding of the Treasurer at the expense of the Association in the amount of the probable limits of the Treasury if deemed necessary.

**Section 4. Duties of the Journal Editor.** The Editor shall be appointed by the President. The Editor shall:

- A.** Gather, edit, and print news, articles, and official regulations pertaining to ArkMEA.
- B.** Cooperate with the State Department of Education and the Arkansas Activities Association in keeping members abreast of official regulations and news.
- C.** Direct (1) the soliciting of advertising, (2) the controlling of circulation and distribution and (3) the regulating of finances for the publication.
- D.** Collect all money due from advertisers and transmit the income to the Treasurer.
- E.** Submit to the Treasurer all invoices and vouchers relating to publication expenses for payment by the Association.
- F.** Send a copy of the state publication to the advertisers and all state Presidents of NAFME.
- G.** Send all submitted articles for publication in the *Journal* to the *Journal* Editorial Committee for blind review. In the event that the committee cannot agree on a decision to accept or reject a submission, the editor shall decide.

### Section 5. Duties of the State Executive.

The President shall appoint the State Executive with approval by the Board of Directors. The State Executive's term of office shall be for a minimum of four years. The purpose of the position of State Executive is to bring continuity and stability to the leadership of ArkMEA. The State Executive shall:

- A.** Advise the Executive Council and the Board of Directors concerning procedures and customary practices of the organization;
- B.** Assist the Treasurer with the organization of finances;

- D. Maintain the bulk mailing privileges with the United States Postal Service;
- F. Assist with the registration process during the Professional Development Conference;
- G. Coordinate advocacy efforts of the association.

**Section 6. Duties of the Division Chairs.**

Division Chairs are appointed by the President and shall be on the Professional Development Conference Planning Committee. Each Division Chair shall:

- A. Write a division-related article for each issue of *Journal* magazine;
- B. Obtain, within guidelines established by the Board of Directors, a division-specific clinician for the Professional Development Conference;
- C. Provide for the needs of the clinician (transportation, housing, materials, equipment, honorarium, etc.);
- D. Introduce the clinician at the beginning of each clinic;
- E. Remain with the clinician in order to help the clinician as needed;
- F. Stay within the financial limitations as established by the Board of Directors;
- G. Submit the required form to the Professional Development Conference Committee Chair;
- H. Submit the required expense form to the Treasurer for the payment of honoraria and other expenses;

I. Division Chairs shall be:

1. Band
2. Choir
3. Orchestra
4. Elementary
5. General Music
6. NAFME Collegiate
7. Tri-M
8. Technology
9. Innovations
10. Membership

I. Technology Chair Duties

Maintain the association web page

J. Marketing Chair Duties

Assist the ArkMEA Editor with the preparation of *Journal* magazine by:

1. Procuring advertising;
2. Invoicing advertisers;
3. Assisting with the preparation of the magazine for bulk mailing;
4. Delivering *Journal* magazine to the postal facility for bulk mailing

K. Membership Chair Duties

1. Monitor and maintain existing membership database.
2. Encourage continued growth in ArkMEA membership.
3. Work with various committees to more effectively publicize ArkMEA activities.

**Section 7. Definition and Duties of Standing Committees.**

Standing committees may be appointed by the President with the approval of the Board of Directors and shall serve during the term of the administration in which they are appointed. The standing committees shall be the State Conference Planning Committee, the Constitution Committee, the Membership Committee, the Awards and Scholarship Committee, and the Nominating Committee.

A. The ArkMEA Conference Planning Committee shall be chaired by the President-Elect and composed of the Board of Directors, Exhibits Coordinator, Research Poster Session Coordinator, Public Relations Coordinator, and Festival Choir and Orchestra Coordinators. The Committee shall: (1) obtain and act upon recommendations from each division as to performing groups and clinicians; (2) schedule the various business meetings and be responsible for physical arrangements for these events; and (3) obtain and forward to the *Journal* Editor all Biographical information concerning clinicians and a completed conference schedule.

B. The Constitution Committee shall be composed of a minimum of three (3) active members appointed by the President, plus the Parliamentarian, who shall be the chairperson. The committee shall recommend to the President any needed revisions or amendments. These proposed changes shall be presented to the Board for approval before presentation to the membership.

C. The Nominating Committee shall be composed of three (3) active members, plus a chairperson, all appointed by the President. The committee shall:

- (1) receive names for elected offices from the membership and committee members;
- (2) nominate candidates for vacant offices from the names available and place those names on the ballot for the election; and
- (3) administer all elections.

**E. The Awards and Scholarship Committee**

shall be composed of a minimum of three (3) active members appointed by the President, plus the Treasurer, Who shall be the chairperson. The committee shall obtain and review applications for all ArkMEA awards and scholarships (i.e., ArkMEA Hall of Fame, Service Awards, ArkMEA Scholarships, etc.).

**F. The *Journal* Editorial Committee**

shall be composed of a minimum of two (2) active or retired members appointed by the president, plus The *Journal*-Editor, who shall be the chairperson. Members of the committee should represent both college and K-12 practitioners and have experience with writing and/or editing manuscripts. The committee shall review all articles submitted for publication in the *Journal*.

G. All other committees shall be appointed by the President of the Association with the approval of the Board as the need arises.

**Article II - Dues and Fees**

**Section 1.** Dues for active membership shall be \$29.00 per year. This is in addition to the current NAFME membership dues. Membership includes a subscription to the *Music Educators Journal*, *Teaching Music* and *Journal*, the state ArkMEA publication.

**Section 2.** Dues for Associate membership shall be \$25 per year for the first member and \$10 for each member in the same firm thereafter. Membership includes one subscription to the ArkMEA *Journal*.

**Section 3.** Dues for student membership shall be \$1.00 per year. This is in addition to the current NAFME Collegiate membership dues.

**Section 4.** The Board of Directors shall have the authority to decide on the amount of the registration fees charged at the ArkMEA Professional Development Conference.

**Article III - Limitation of Responsibility of Officers**

**Section 1.** The authority and responsibility for the management and for the maintenance for the good will and credit of ArkMEA is vested in the Board of Directors, but it is expressly understood that neither the Board nor any member thereof nor any staff member nor any member of ArkMEA shall be required to accept personal financial responsibility for duly authorized bills or obligations or for suits or litigations which may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and By-Laws of ArkMEA.

**Article IV - Rules and Procedures**

**Section 1.** The parliamentary principles set forth in Robert's Rules of Order, Revised Edition, shall govern in all cases not covered by the Constitution or By-Laws.

**Article V - Amendments**

**Section 1.** The By-Laws may be altered or amended in the same manner as that provided in Article XI, Sections 1 and 2 of the Constitution.

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