

Minnesota Music Educators Association

BY-LAWS

(Revised, February, 1986)

(Revised, February, 1992)

(Revised, Spring, 2006)

ARTICLE I. Name and Purpose

- Section 1. Name - The name of the organization shall be the Minnesota Music Educators Association.
- Section 2. Object - The object of this organization shall be mutual helpfulness and the promotion of good music through the various agencies of music education.
- Section 3. Affiliation - This organization shall function as a state unit of MENC: The National Association for Music Education and the North Central Division.
- Section 4. Relations - This organization shall maintain a close relationship with the National Education Association, Education Minnesota, other affiliated State Music Education Associations, as well as with other state and national associations of wind, string, percussion, vocal, and classroom music instructors.

ARTICLE II. Membership

- Section 1. Active Membership - All persons actively engaged in music education (including persons interested in music education but not actively employed, and those who are retired music educators) may become an active member of this association upon payment of the prescribed dues. Active members, whose dues are fully paid, shall have the privilege of voting. Only active members who are employed by schools, colleges, and other recognized organizations, may be elected to any office of this association.
- Section 2. Sustaining Membership - Any firm or institution desiring to contribute to the support of this association may become a sustaining member upon payment of the prescribed dues. Sustaining membership entitles one person from the firm or institution to the rights and privileges for active membership providing such persons qualify for active membership as stipulated in Section 1 of this article.
- Section 3. Student Membership - Student Chapter Membership shall be open to students of music education at the college level who are not employed as teachers. Student members shall receive all privileges of active members except the right to vote and hold offices.
- Section 4. Life Membership - The Minnesota Music Educators Association shall extend to all persons holding Life Membership in MENC: The National Association for Music Education the rights and privileges of active membership in the association.
- Section 5. Membership Dues -- Annual dues for active members, retired members, sustaining members and student members shall be determined by the MMEA Board of Directors.

ARTICLE III. Board of Directors

Section 1. Officers - The officers of this organization shall be: President; President-Elect; Past President; and four Vice-Presidents (one each to serve band, choir, classroom and orchestra). The President-Elect and the Vice-Presidents shall be elected by a mail ballot in January of each odd numbered year by the general membership of the association. Officers are elected in odd-numbered years and serve a two-year term.

In the event that the President should be unable to fulfill the duties of his/her office, the line of succession to the uncompleted portion of the term shall be: (1) the Past-President; (2) the President-Elect; and 3) one of the Vice-Presidents selected by the MMEA Board of Directors.

In the event that the President-Elect should be unable to fulfill the duties of his/her office, the line of succession to the uncompleted portion of the term shall one of the Vice Presidents selected by the MMEA Board of Directors.

Section 2. Government -- The government of this organization shall be vested in the officers and a MMEA Board of Directors. The MMEA Board of Directors shall consist of eight geographical representatives based on the region structure of the Minnesota State High School League.

- Director representing - Regions I-II AA
- Director representing - Regions III-IV AA
- Director representing - Regions V-VI AA
- Director representing - Regions VII-VIII AA
- Director representing - Regions I-II A
- Director representing - Regions III-IV A
- Director representing - Regions V-VI A
- Director representing - Regions VII-VIII A

One Director for each region shall be elected by a mail ballot in January of each even numbered year by the general membership of the association. Each director must be an active music educator in his or her respective region, must be elected by vote of the region's membership only, and shall serve for a term of two years.

Section 3. Vacancies - With the exception of the offices of President and President-Elect as described in Section 1 of this article, vacancies in any Board of Directors position may be temporarily filled by the MMEA Board of Directors upon recommendation of the President, with consideration given to the candidate for the position who received the next-to-the-highest number of votes.

Section 3. Council of Chairs - The following positions shall serve as ex-officio non-voting members on the Council of Chairs: (1) the music representative of the Minnesota State High School League; (2) a representative of the state agency responsible for arts education policy; (3) an Editor position responsible for communications with members, especially via the print journal; and (4) such other persons as appointed by the President with the approval of the MMEA Board of Directors.

Section 4. Meetings - Regular meetings of the MMEA Board of Directors shall be held three times per year. Special meetings of the MMEA Board of Directors may be called by the President at his/her discretion or upon the request of not less than four members of the MMEA Board of Directors.

Section 5. Quorum - A quorum of the MMEA Board of Directors shall consist of not less than one-third of the members of the board and shall include representation of not less than one-half of the regions of the state.

ARTICLE IV. Committees

Section 1. Standing or special committees of the state organization may be appointed by the President with approval of the MMEA Board of Directors.

ARTICLE V. Executive Committee Duties

Section 1. Authority - The executive authority for the administration of the affairs of the state association shall be vested in the President, Past President, and President-Elect, who shall have the status of the MMEA Executive Committee; it being understood, however, that all actions of these officers not specifically authorized by the constitution and by-laws of the association shall be subject to the approval of the MMEA Board of Directors.

Section 2. President - The President shall preside at all meetings and shall be responsible for the general administration of the duties of the chief executive officer of the association.

Section 3. Treasurer – The Past President shall act as Treasurer of the corporation. The Treasurer shall review and approve all financial statements and budgets prior to presentation to the Board. The President may appoint a special advisor to the Treasurer with expertise in financial management and operations.

Section 4. Audit - The MMEA Executive Committee shall ensure an annual audit of the association books is conducted. The auditors report will be reviewed by the MMEA Board of Directors at a regularly scheduled board meeting.

Section 5. Annual Reports – The MMEA Executive Committee shall ensure that annual reports showing income, expenditures, and obligations, and program accomplishments shall be available to the Board, the membership and the public.

Section 6. National Representation – The President shall represent MMEA as a member of the Board of the North Central Division and the National Assembly of MENC The National Association for Music Education as prescribed in the Constitution of the national organization.

ARTICLE VI. Meetings of the Membership

Section 1. Annual Meeting - An Annual Meeting of the membership shall be held in conjunction with the MMEA Midwinter In-Service Clinic. Notice regarding the time and place of the Annual Meeting will be made at least four weeks in advance of the meeting.

Section 2. Quorum - The members present at any properly announced Annual Meeting shall constitute a quorum.

Section 2. Voting - All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE VII. Financial Obligations

Section 1. The state association shall not be obligated financially to any of the eight regions unless proper authorization is so given by the MMEA Board of Directors.

ARTICLE VII. Executive Director

Section 1. The executive director is hired by the Board, and duties of the position will be set by the Board. The executive director has day-to-day responsibilities for the organization, including carrying out the goals and policies of the organization. He/she shall keep an accurate record of members and shall present at each meeting of the Board an account, approved by the MMEA Executive Committee, of all monies received and disbursed. The executive director shall attend all meetings of the Board of Directors and the Executive Committee.

ARTICLE IX. Amendments

Section 1. Proposed amendments to these bylaws shall be presented for approval to the elected MMEA Board of Directors prior to the regular January Board Meeting. Such amendments shall become effective upon two-thirds majority approval of a mail ballot cast by the general membership of the association.