

## **Southwest Missouri Music Educator's Association Constitution**

### **ARTICLE I - NAME AND PURPOSE**

Section 1. Name. The name of this organization shall be the “**Southwest Missouri Music Educators Association.**” Hereafter referred to in this document as "SWMMEA".

Section 2. Goal. The goal of this organization shall be the promotion of “better school music” by utilizing all the best efforts of the various agencies of music education.

Section 3. Affiliations. This organization shall function as a District Division of the Missouri Music Educators Association and all its affiliates.

Section 4. Relationships. This organization shall maintain a cooperative relationship with the National Association for Music Education, Missouri Music Educators Association, Missouri State High School Activities Association, Missouri State Teachers Association, and the Missouri State Department of Education. This organization shall maintain a cooperative relationship with any other organization that seeks to promote improved school music.

Section 5. District Boundaries. The SWMMEA boundaries shall include those counties as set forth by the Missouri Music Educators Association: All public and private schools within the counties of : (to be listed)

### **ARTICLE II - MEMBERSHIP**

Section 1. Membership. Any member of the Missouri Music Educators Association who resides and/or teaches within the boundaries of Article I, Section 5 is automatically a member of the SWMMEA. A person may not be a member of the SWMMEA without belonging to MMEA.

### **ARTICLE III - ORGANIZATION**

Section 1. Legislative Power. The legislative power of this organization shall be vested in the membership and the executive council. The executive council shall consist of the officers listed in Article III, Section 2 and the ex-officio members listed in Article IV, Section 1.

Section 2. Officers. The officers of this organization shall consist of: President, President-Elect, High School Band Vice-President, High School Orchestra Vice-President, High School Choral Vice-President, Junior High Choral Vice-President, Junior High Band Vice-President, Elementary Choral Vice-President, Jazz Band Vice-President, Conference Band Vice-President, Secretary, Treasurer, Website Chair, Mentoring Chair, and College/University Chair. All officers must be in good standing with the SWMMEA in the respective field of their office.

Section 3. Committees. The president, with the approval of the executive council, shall appoint standing and special committees of this organization.

Section 4. Terms of Office. The officers of this organization, as described in Article III, Section 2, shall be elected to a term of two years at the January meeting of the SWMMEA at the state convention of the MMEA at Margaritaville Resort. The elections shall be held on even numbered years with each term beginning at the end of that year's meeting and ending two years later at that year's meeting.

Section 5. If for any reason, the current President is unable to fulfill the term of office, the Immediate Past-President shall complete the remaining term.

Section 6. If no past-president is available, the Executive Council will appoint an "Acting President" until the next available election.

Section 7. The President, with consent of a majority of the Executive Council may fill vacancies in the Executive Council.

#### **ARTICLE IV - DUTIES OF OFFICERS**

Section 1. Executive Council. The Executive Council shall have general powers of administration of the officers of this organization with the authority to act and to enact legislation except as contrary to this constitution or as herein after expressly provided. The Executive Council shall consist of all officers of the organization and the immediate Past-President. The Past-President shall be an ex-officio officer with no voting privileges. Departmental budgets shall be submitted at the yearly June Executive Council meeting. Budgets may only be amended by a quorum of the Executive Council. Two members of this quorum must be the President and Secretary or Treasurer.

Section 2. President. The president shall preside at all meetings of the organization and of the executive council. The president has the authority to call special meetings, appoint and be an ex-officio member of all committees. The president will serve as the SWMMEA representative on the MMEA executive council.

Section 3. President-Elect. The president-elect shall preside at all meetings of the organization for which the president is absent and has the authority to act as president in these instances. The president-elect shall review the constitution for changes and revisions during his or her tenure in office.

Section 4. High School Band Vice-President. The high school band vice-president shall assist in all general items of business of the association. The high school band vice-president shall be responsible for the administration of the All-District Band auditions and concert associated with these auditions.

Section 5. High School Orchestra Vice-President. The high school orchestra vice-president shall assist in all general items of business of the association. The high school orchestra vice-president shall serve as a resource for string education in the SWMMEA boundaries.

Section 6. High School Choral Vice-President. The high school choral vice-president shall assist in all general items of business of the association. The high school choral vice-president shall be

responsible for the administration of the 11/12 All-District Choir auditions and concert associated with these auditions. The high school choral vice-president has the authority to appoint a 9/10 All-District Choir coordinator that will be subject to the approval of the executive council.

Section 7. Junior High School Choral Vice-President. The junior high school choral vice-president shall assist in all general items of business of the association. The junior high school choral vice-president shall be responsible for the administration of the 7/8 All-District Honor Choir clinic and concert.

Section 8. Elementary Choral Vice-President. The elementary choral vice-president shall assist in all general items of business of the association. The elementary choral vice-president shall be responsible for the administration of the 4th Grade through 6th Grade All-District Honor Choirs clinic and concert. The elementary choral vice-president has the authority to appoint a 4th through 6th grade coordinator that will be subject to the approval of the executive council.

Section 9. Secretary. The secretary shall keep the minutes and records of the association. This officer shall devise and keep such records as may be necessary for the efficient conduct of the office.

Section 10. Treasurer. The Treasurer shall be the custodian of the funds of the association. All checks shall be signed by the Treasurer. The funds, books, canceled checks, receipts, documents, and records, in their complete form together with all correspondence, shall be turned over to the successor after an audit has been completed by a qualified individual appointed by the current office holder and approved by the executive council.

Section 11. Junior High School Band Vice-President. The junior high school band vice-president shall assist in all general items of business of the association. The junior high school band vice-president shall be responsible for the administration of the 7th and 8th All-District Honor Bands clinic and concert. The junior high band vice-president has the authority to appoint a 7th grade coordinator that will be subject to the approval of the executive council.

Section 12. Jazz Band Vice-President. The Jazz Band Vice-president shall assist in all general items of business of the association. The Jazz Band Vice-president shall be responsible for the administration of the SWMMEA All-District Jazz Band.

Section 13. Webmaster/Technology Chair. The Webmaster/Technology Chair shall assist in all general items of business of the association. The Webmaster/Technology Chair shall be responsible for the administration, hosting, email registry, newsletter, and general maintenance of the SWMMEA website. The Webmaster has the authority to appoint an assistant technology chair that will be subject to approval by the executive council.

Section 14. Conference Band Vice-President. The Conference Band Vice-President shall assist in all general items of business of the association. The Conference Band Vice-President shall be responsible for the administration of the SWMMEA Conference Band

Section 15. Mentoring Chair. The Mentoring Chair shall assist in all general items of business of the association. The Mentoring Chair will be responsible for all facets of the mentoring of new teachers to SWMMEA. The Mentoring chair has the authority to appoint regional, or area mentors subject to approval by the executive council.

Section 15. College/University Chair. The College/University Chair shall assist in all general items of business of the association and shall aid specifically in the matters pertaining to college/university music and will work closely with the mentoring chair to help new teachers.

## **ARTICLE V - MEETINGS**

Section 1. Annual Meetings. An annual meeting of the SWMMEA will be held every January in conjunction with the MMEA State Convention at Tan-Tar-A Resort. A fall meeting will also take place, coinciding with the beginning of the school year. The date of this meeting will be agreed upon by the District President and the host school.

Section 2. Special Meetings. Special meetings of the SWMMEA may be called with the approval of the simple majority of the executive council or when requested by not less than twenty members representing a simple majority of the counties represented in the SWMMEA. Written or printed notice, including email, of any special meeting must be sent to all members not less than fifteen days prior to the date of the meeting.

Section 3. Executive Council Meetings. The executive council shall meet two times a year to conduct the business of the association. These meetings shall be at the call of the president, or the joint request of not less than four members of the council with the president's approval. The executive council shall meet in the summer. Further meetings can be called by the President if needed.

Section 4. Departmental Meetings. Each vice-president should conduct a meeting of directors in their respective areas at least once per year. This meeting may be held in conjunction with an event coordinated by the vice-president. The vice-president should report any informative feedback from this meeting to the executive council for discussion.

## **ARTICLE VI - LEGISLATION**

Section 1. Time Allotted. Any proposed legislation shall be presented to the executive council at least fifteen days before the annual meeting in January.

Section 2. Passage Of Proposals. Legislation may be passed by a simple majority vote of the members present at the annual meeting if the proposal has the approval of the executive council. Without such approval, it shall require a two-thirds majority vote of the members present.

## **ARTICLE VII - ELECTIONS**

Section 1. Nominating Committee. The nominating committee shall consist of the out-going officers. Each out-going officer shall prepare and present the names of two candidates for his or

her office that is being vacated. The only exception will be the president who will be succeeded by the president-elect. Names should be submitted for all offices listed in Article II, Section 3.

Section 2. Elections. Elections shall be by ballot at the annual meeting in January. The candidate receiving the most votes shall be elected.

Section 3. All officers must be MMEA members.

## **ARTICLE VIII - VACANCIES**

Section 1. Appointments. The president, with the consent of a majority of the executive council, may make an appointment as required to fill a vacancy on the executive council except for president. The president may also make appointments as required to fill a vacancy in any standing or special committee.

Section 2. President-Elect Vacancy. If a vacancy occurs in the office of president-elect a special election shall be held at the first meeting of the association following the vacancy.

Section 3. If for any reason, the current President is unable to fulfill the term of office, the Immediate Past-President shall complete the remaining term.

Section 4. If no past-president is available, the Executive Council will appoint an "Acting President" until the next available election.

## **ARTICLE IX - QUORUMS**

Section 1. Active Membership. A quorum shall consist of 20 active members.

Section 2. Executive Council. A quorum shall consist of 5 members.

## **ARTICLE X - AMENDMENTS**

Section 1. Amendment Procedures. The constitution may be amended at any regular meeting by a simple majority vote of the membership present, providing that the proposed amendment or amendments shall have been submitted to the executive council at least six weeks prior to such a meeting and notification that such amendment to be considered be included in the notice of the regular meeting.



## **BY - LAWS**

### **Article I**

Section 1. Honorary members shall be exempt from paying dues.

Section 2. District dues are included with the Missouri Music Educator's Association dues.

Section 3. The fiscal year of the organization shall be from April 1st to March 31st. The books of the treasurer should be prepared for audit at the end of each even numbered fiscal year. The audit should be completed by May 15th so that the in-coming officer may have the completed books by the summer executive council meeting.

### **Article II**

Section 1. Parliamentary procedure of business meetings shall be governed by Robert's Rules of Order (revised).

### **Article III**

Section 1. The constitution of the SWMMEA shall be reviewed for any corrections or changes every two years by the current president-elect. The reviewed constitution shall be presented to the executive council for discussion and approval. The president has the privilege of appointing a review committee if he or she deems it necessary. The review committee shall consist of the president, president-elect, and at least 3 active members appointed by the president.