

Southwest Missouri Music Educators 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, the executive council, and the advisory board. The executive council shall consist of the officers listed in Article III, Section 2. The advisory board shall consist of the officers listed in Article III, Section 2a, and the ex-officio member listed in Article IV, Section 1.

Section 2. Executive Council. The Executive Council officers of this organization shall consist of: President, President-Elect, Secretary, Treasurer(s). All officers must be in good standing with the SWMMEA in the respective field of their office.

Section 2a. Advisory Board. The Advisory Board officers of this organization shall consist of: High School Band Coordinator, High School Orchestra Coordinator, High School Choral Coordinator, Junior High Choral Coordinator, Elementary Choral Coordinator, Junior High Band Coordinator, Jazz Band Coordinator, Conference Band Coordinator, Website Chair, Mentoring Chair, and College/University Chair. All Advisory Board 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 and Advisory Board, 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 and Article III, Section 2a, shall be elected to a term of two years at the January meeting of the SWMMEA generally held in conjunction with the state music conference. 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. Officers not requiring election are to include the Webmaster Chair, the College/University Chair, the Mentoring Chair, and the Past-President. These will be done by appointment as described in the officer descriptions in Article IV.

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

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

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

Section 8. Executive Council and Advisory Board Voting. In an Executive Council/Advisory Board meeting, each officer receives one vote, with the exception of ex-officio officers, who do not have voting rights. If one person is fulfilling multiple roles on the Executive Council and/or Advisory board, they shall be limited to one vote per person, not per office.

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 the President, President-Elect, Secretary, and Treasurer(s). Departmental budgets shall be submitted at the yearly June Executive Council/Advisory Board meeting. Budgets may only be amended by a quorum of the Executive Council/Advisory Board. Two members of this quorum must be the President and Secretary or Treasurer.

Section 1a. Advisory Board. The Advisory Board 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 Advisory Board shall consist of the High School Band Coordinator, High School Choir Coordinator, Jazz Band Coordinator, High School Orchestra Coordinator, Conference Band Coordinator, Junior High

Band Coordinator, Junior High Choir Coordinator, Elementary Choir Coordinator, Webmaster Chair, Mentoring Chair, College/University Chair, and Past-President.

Section 2. President. The President shall preside at all meetings of the organization and of the Executive Council/Advisory Board. 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. The President is responsible for guiding and mentoring the President-Elect so a smooth transition will occur. The President is responsible for submitting an agenda for each Executive Council/Advisory Board meeting and for each of the two annual meetings of the full membership. A person must have eight years of teaching experience to be eligible for the President position as per MMEA. The President may not hold one of the Coordinator positions during their term as President.

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. A person must have six years of teaching experience to be eligible for the President-Elect position so as not to violate the MMEA rule on presidential experience.

Section 4. High School Band Coordinator. The High School Band Coordinator shall assist in all general items of business of the association. The High School Band Coordinator shall be responsible for the administration of the All-District Band auditions, clinic, and concert associated with these auditions. This Coordinator position requires five years of teaching experience to be eligible for election. The High School Band Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

Section 5. High School Orchestra Coordinator. The High School Orchestra Coordinator shall assist in all general items of business of the association. The High School Orchestra Coordinator shall be responsible for the administration of the All-District Orchestra auditions, clinic, and concert associated with these auditions. This Coordinator position requires five years of teaching experience to be eligible for election. The High School Orchestra Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

Section 6. High School Choir Coordinator. The High School Choir Coordinator shall assist in all general items of business of the association. The High School Choir Coordinator shall be responsible for the administration of both the 11-12 and 9-10 All-District choir auditions, clinic, and concert associated with these auditions. This Coordinator position requires five years of teaching experience to be eligible for election. The High School Choir Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

Section 7. Junior High Choir Coordinator. The Junior High Choir Coordinator shall assist in all general items of business of the association. The Junior High Choir Coordinator shall be responsible for the administration of the 7th/8th Grade All-District Choir auditions, clinic, and concert associated with these auditions. This Coordinator position requires five years of teaching experience to be eligible for election. The Junior High Choir Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

Section 8. Elementary Choir Coordinator. The Elementary Choir Coordinator shall assist in all general items of business of the association. The Elementary Choir Coordinator shall be

responsible for the administration of the 4th-6th Grade All-District Choir auditions, clinic, and concert associated with these auditions. This Coordinator position requires five years of teaching experience to be eligible for election. The Elementary Choir Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

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. This Secretary office requires two years of teaching experience for eligibility.

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/Advisory Board. The Treasurer office requires two years of teaching experience for eligibility. If deemed necessary, the Treasurer position may be split into two positions. Each will be called a Co-Treasurer. Each will have a separate vote in an Executive Council/Advisory Board meeting.

Section 11. 8th Grade Band Coordinator. The 8th Grade Band Coordinator shall assist in all general items of business of the association. The 8th Grade Band Coordinator shall be responsible for the administration of the 8th Grade All-District Band auditions, clinic, and concert associated with these auditions. The 8th Grade Band Coordinator will work with the 7th Grade Band Coordinator at all stages of the audition, clinic, and concert process to ensure that the event is seamlessly run. This Coordinator position requires five years of teaching experience to be eligible for election. The 8th Grade Band Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a

part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

Section 11a. 7th Grade Band Coordinator. The 7th Grade Band Coordinator shall assist in all general items of business of the association. The 7th Grade Band Coordinator shall be responsible for the administration of the 7th Grade All-District Band auditions, clinic, and concert associated with these auditions. The 7th Grade Band Coordinator will work with the 8th Grade Band Coordinator at all stages of the audition, clinic, and concert process to ensure that the event is seamlessly run. This Coordinator position requires five years of teaching experience to be eligible for election. The 7th Grade Band Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

Section 12. Jazz Band Coordinator. The Jazz Band Coordinator shall assist in all general items of business of the association. The Jazz Band Coordinator shall be responsible for the administration of the All-District Jazz Band auditions, clinic, and concert associated with these auditions. This Coordinator position requires five years of teaching experience to be eligible for election. The Jazz Band Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board meetings as such.

Section 13. Webmaster Chair. The Webmaster Chair shall assist in all general items of business of the association. The Webmaster Chair will be appointed by the President. The Webmaster 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 to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory board

meetings as such. This Chair position requires one year of teaching experience to be eligible for appointment as well as previous knowledge of building and maintaining websites.

Section 14. Conference Band Coordinator. The Conference Band Coordinator shall assist in all general items of business of the association. The Conference Band Coordinator shall be responsible for the administration of the Conference Band selection, clinic, and concert associated with these selections. This Coordinator position requires five years of teaching experience to be eligible for election. The Conference Band Coordinator has the authority to appoint an assistant to help with the administration of their duties. The assistant will not be considered a part of the Advisory Board and will not have voting privileges in Executive Council/Advisory Board meetings as such.

Section 15. Mentoring Chair. The Mentoring Chair shall assist in all general items of business of the association. The Mentoring Chair will be appointed by the President. 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. This chair position requires ten years of teaching experience to be eligible for appointment.

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. The College/University Chair will be appointed by the President.

Section 16. Past-President. The immediate Past-President will advise the President as needed. The Past-President is an ex-officio officer and will receive no voting privileges in Executive Council/Advisory Board meetings. If the President is unable to fulfill the duties of their position, the immediate Past-President will step in as “Acting President” until the next election. If the Past-President becomes “Acting President” they shall mentor and advise the President-Elect until

the next election. As “Acting President” the voting privileges will be restored until the next election.

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. A fall meeting will also take place, coinciding with the beginning of the school year. The dates of these meetings will be agreed upon by the 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/Advisory Board 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/Advisory Board Meetings. The Executive Council and Advisory Board shall meet a minimum of 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 Executive Council/Advisory Board with the President’s approval. The Executive Council and Advisory Board shall meet in the summer. Further meetings can be called by the President if needed.

Section 4. Departmental Meetings. Each Coordinator 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 Coordinator. The Coordinator should report any informative feedback from this meeting to the Executive Council/Advisory Board for discussion.

ARTICLE VI - LEGISLATION

Section 1. Time Allotted. Any proposed legislation shall be presented to the Executive Council/Advisory Board at least fifteen days before one of the annual meetings.

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 and Advisory Board. 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.

Section 2. Elections. Elections shall be by ballot at the January meeting of the full membership. 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 and Advisory Board, may make an appointment as required to fill a vacancy on the Executive Council or Advisory Board 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 as a result of the president-elect not being able to fulfill the term of their office, 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 and Advisory Board 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/Advisory Board. 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/Advisory Board at least fifteen days 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 Educators 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.