

**CONSTITUTION AND BY-LAWS**

**OF THE**

**SOUTH CENTRAL MISSOURI MUSIC EDUCATORS ASSOCIATION**

**(2012 Revision)**

# ARTICLE I

## Name and Purpose

**Section 1** Name The name of this organization shall be “The South Central Missouri Educators Association,” hereinafter also designated as “SCMMEA.”

**Section 2** Purpose The object of this organization shall be the “Promotion and improvement of music education through the united efforts of all members representing each phase of music education in the South Central District.”

**Section 3** Affiliations This organization is an official district of the Missouri Music Educators Association (MMEA), which is the official state affiliate of the Music Educators National Conference (MENC), the national association for music educators.

**Section 4** Relationships This organization shall maintain a cooperative relationship with other state teacher-related organizations, the Missouri State High School Activities Association (MSHSAA), the Missouri State Department of Education, and with other organizations which seek to “promote and improve Music Education.”

**Section 5** District Boundaries The district boundaries shall include all public and private schools within the counties of Christian, Dallas, Douglas, Greene, Howell, LaCleve, Oregon, Ozark, Polk, Stone, Taney, Texas, Webster, and Wright (defined in the constitution of the Missouri Music Educators Association as the South Central District-District 9).

# ARTICLE II

## Membership

**Section 1** Membership The Association shall consist of Active, Active Research, Collegiate, Honorary, and Retired membership.

**Section 2** Active and Active Research Membership Any South Central District Missourian actively engaged in music education, paying MENC prescribed membership dues, becomes a member of the national, divisional, state, and SCMMEA.

**Section 3** Collegiate Membership Any student regularly matriculated in college or university music may become a student member upon the payment of prescribed dues, through their C-MENC chapter.

**Section 4** Honorary Membership Upon recommendation of the Executive Council, honorary membership may be conferred in recognition of distinctive service in the field of music education. Honorary membership shall be conferred by unanimous vote of the membership present at a regular business meeting. No dues assessed.

**Section 5** Retired Membership If a retired member wishes to become a member of MENC, one may do so by paying the prescribed dues.

**Section 6** The Right to Vote and Hold Office These rights are reserved to Active and Active-Research members only.

## ARTICLE III

### Elected Officers, Appointed Officers, and Committees

**Section 1** Legislative Power The legislative power of this association shall be vested in the membership and the Executive Council.

**Section 2** Elected Officers The elected officers of this association shall consist of a President, a President-Elect, six Vice Presidents (one each for High School Band, High School Vocal Music, Elementary Music, Junior High School Vocal Music, Jazz Band, and Junior High School Band), a Secretary and a Treasurer.

**Section 3** Appointed Officers The appointed officers of this association shall consist of a Tri-M Advisor, a C-MENC Advisor, a C-MENC Student, a Webmaster, the MCDA District Choir Coordinator, and the MCDA State Choir Coordinator. The President shall appoint members to serve.

**Section 4** Executive Council The Executive Council consists of the officers named in Article IV. All officers, elected or appointed, shall have one vote in the executive council, with the exception of the C-MENC Student, who will serve in a liaison capacity.

**Section 5** Committees Standing and special committees of this association shall be appointed by the President with the approval of the Executive Council.

**Section 6** Elections and Term of Office The officers of this association, described in Article IV, shall be elected for a term of two years. Officers shall be elected at an annual meeting provided for in Article V, held in odd numbered years. The office of President is filled by automatic succession, as described in Section 3 of Article IV. The elective officers shall assume their duties at the conclusion of the annual MMEA conference in January of even numbered years.

## ARTICLE IV

### Duties of Officers

**Section 1** Executive Council The Executive Council shall have general powers of administration of the officers of this association, with authority as expressly provided.

**Section 2** President The President shall preside at all meetings of the association and of the Executive Council, sign all vouchers, have authority to call special meetings, and shall appoint and be ex-officio member of all committees. The President shall be seated on the MMEA Executive Board upon presentation to the Board the proper credentials from SCMMEA, together with an up-to-date copy of the SCMMEA Constitution.

**Section 3** President-Elect The President-Elect shall automatically succeed the President at the end of his term or earlier if necessity arises. He or she shall assist the President in carrying out the duties of the President's office, specifically be in charge of membership enlistment. Candidates for the office will be alternately chosen from Vocal, Instrumental, and Elementary areas within the organization.

**Section 4** Vice Presidents

- a. High School Band Vice President The High School Band Vice President shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to high school bands.
- b. High School Vocal Vice President The High School Vocal Vice President shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to high school choirs, grades nine and ten.
- c. Elementary Music Vice President The Elementary Music Vice President shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to elementary music.
- d. Junior High Vocal Vice President The Junior High Vocal Vice President shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to junior high vocal music.
- e. Jazz Band Vice President The Jazz Band Vice President shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to jazz bands.
- f. Junior High Band Vice President The Junior High Band Vice President shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to junior high bands

**Section 5** Secretary The Secretary shall keep the minutes and records of the Association. He or she shall devise and keep such records as may be necessary for the efficient conduct of this office. At the expiration of his or her term of office, documents and records in their complete form, together with all correspondence, shall be turned over to his or her successor.

**Section 6** Treasurer The Treasurer shall be the custodian of the funds of the Association. He or she shall devise and keep such records as may be necessary for the efficient conduct of this office. Checks shall be signed by the Treasurer or the President. At the expiration of his or her 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 his or her successor after an audit either by the Executive Council or qualified accountant appointed by the Executive Council.

**Section 7** Tri-M Advisor The Tri-M Advisor shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to Tri-M.

**Section 8** C-MENC Advisor and C-MENC Student The C-MENC Advisory and C-MENC Student shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to C-MENC.

**Section 9** Webmaster The Webmaster shall assist in all general items of business of the Association and shall aid specifically by maintaining the website for SCMMEA.

**Section 10** MCDA District Choir Coordinator The MCDA District Choir Coordinator shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to high school choirs, grades eleven and twelve.

**Section 11** MCDA State Choir Coordinator The MCDA State Choir Coordinator shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to All State Choir auditions and rehearsals.

## ARTICLE V

### Meetings

**Section 1** Annual Meetings Annual meetings of the Association shall occur in August and January.

**Section 2** Special Meetings Special meetings may be called with a majority vote of the Executive Council. Members shall be notified not less than ten days prior to the date of the meeting.

**Section 3** Executive Council Meetings The Executive Council shall meet at the call of the President, or the joint request of not less than five members of the Executive Council.

## ARTICLE VI

### Legislation

**Section 1** Any proposed legislation shall be presented to the Executive Council thirty days before any meeting.

**Section 2** With the approval of the Executive Council, legislation may be passed by a majority of the members present at either meeting. Without such approval, it shall require two-thirds majority of the members present.

## ARTICLE VII

### Elections

**Section 1** Nominating Committee The Nominating Committee will consist of the Executive Council. The Council will prepare and present to the Association the names of the candidates for elected offices as stated in Article III, Section 2. If offered, further nominations shall be accepted from the floor.

**Section 2** Election Procedure Elections shall be by ballot, and a majority vote shall elect. In case there is but a single candidate for an office, the rules may be suspended with the consent of two-thirds of the members present and the secretary or someone else designated by the President, instructed to cast the unanimous ballot for the candidate.

## ARTICLE VIII

### Vacancies

**Section 1** The President, with the consent of two-thirds of the Executive Council, may make appointments as required to fill vacancy in any office in the Executive Council or in any standing or special committee. Such appointees shall hold office for the unexpired term, or until their successors are elected or appointed in accordance with the provisions of the Constitution and By-Laws with the sole exception of the office of the President-Elect.

## ARTICLE IX

### Quorums

**Section 1** Executive Council A quorum shall consist of five of the Executive Council.

**Section 2** Active Membership A quorum shall consist of one-fourth of the Active Members.

## ARTICLE X

### Amendments

**Section 1** The Constitution may be amended at any regular meeting by a majority vote of the members present, providing that the proposed amendment or amendments shall have been submitted to the Executive Council at least six weeks prior to such meeting, and notification that such amendment is to be considered in the annual meeting announcement.

**Section 2** This Constitution may be temporarily amended for the current year by a referendum vote in the following manner: the Secretary, upon direction of the Executive Council, shall submit to the members of the Association the proposed amendment or contemplated action, which, when approved by not less than two-thirds majority of the members making returns or by the time limit of fifteen days after mailing shall automatically be considered part of the Constitution for the current year. Such referendums must be approved by the majority of the active members present at the next following annual meeting before becoming permanently part of the Constitution.

## **BY-LAWS**

### **ARTICLE I**

#### **Amendments**

**Section 1** The By-Laws may be altered or amended in the same manner as that provided in Article X of the Constitution.

### **ARTICLE II**

#### **Parliamentary Procedure**

**Section 1** Parliamentary Procedure of business meetings shall be governed by Robert's Rules of Order (Revised).

### **ARTICLE III**

#### **Constitution Availability**

**Section 1** The President shall see that an up-to-date copy of the SCMMEA Constitution and By-Laws, together with any other regulation governing the conduct of the Association or its members, is available to all its members at all annual meetings. The Constitution should be revised at any time during the year in which a change in the Constitution and By-Laws is made. Any member requesting an up-to-date copy of the Constitution may receive one, upon request, from the President or Secretary of SCMMEA.



## ARTICLE IV

### Music Educators Handbook

**Section 1** The SCMMEA “Music Educator’s Handbook” accompanies the Constitution and By-Laws as a working document that will be reviewed and approved annually by the Executive Council. Frequent policy changes for the organization will facilitate the need for this manual to be updated annually, rather than a yearly Constitution and By-Laws revision/vote.

## ARTICLE V

### Dissolution of SCMMEA

**Section 1** In the event of the dissolution of SCMMEA (South Central Missouri Music Educators Association), all remaining funds will be transferred to MMEA (Missouri Music Educators Association) which is a 501 (c) 3 non-profit entity.