California Music Educators Association
Northern Section
Constitution and Bylaws
Approved by CMEA-NS board on 12/3/16
And by Membership on 1/14/17

Constitution

Article I - Name and Purpose

Section 1 - Name - The name of this organization shall be CMEA-NS. The California Music Educators Association - Northern Section.

Section 2 - Purpose - The purpose of this organization shall be to encourage and promote the advancement of music education in the Northern Section through conferences, festivals, and other appropriate educational projects and activities.

Section 3 - Affiliation - The Northern Section is one of nine regional sections of CMEA: The California Music Educators Association which is a federated association of NAfME: The National Association for Music Education.

Article II - Government

Section 1 - The Executive Board - The Executive Board of CMEA-NS shall consist of: President, President Elect, Immediate Past President, Vice President, Secretary, and Treasurer.

Section 2 - The Board of Directors - The Board of Directors shall consist of:

A. The Executive Board
B. Appointed Representatives (Elementary Curriculum, Communications, University, Membership) - non-voting members.

Section 3 - Terms of Office - The terms of office for the President, President Elect, Immediate Past President, Vice President, Secretary, and Treasurer shall be for two years.

Nomination for President Elect and Secretary, will be held on even-numbered years. Nominations for Vice President and Treasurer will occur on odd-numbered years. All shall take office at the June meeting of the Board of Directors.

Emergency Appointment - Any emergency appointment will be made by the president in consultation with members of the Executive Board and shall be for the length of the unexpired term.

Article III - Nominations

Section 1 - Nominations shall occur no later than the January Board of Directors meeting each year. The President shall appoint a nominating committee of three, naming one as chairperson. The nominating committee shall consist of:

A. The Immediate Past President
B. Two other members of the Board of Directors

Section 2 - At the March meeting of the Board of Directors, the Nominating Committee shall present a slate of qualified candidates for open positions. Members of CMEA-NS may make additional nominations to be considered by the Nominating Committee by sending their nomination directly to any of the members of the Nominating Committee prior to March 1.

Section 3 - Results will be announced via the CMEA-NS website no later than June 1. New positions will take effect at the June meeting of the Board of Directors.

Article IV - Meetings

Section 1 - The Board of Directors shall meet quarterly as scheduled by the President and agreed upon by the members of the Board. The President may also call special meetings of the Board of Directors. A majority of the Board members shall constitute a quorum for the transaction of business at CMEA-NS Board Meetings.

Section 2 - The Executive Board shall meet at the call of the President.

Section 3 - An annual meeting of CMEA-NS shall be held at the time and place of the CMEA-NS Junior High Honor Band and Select Choir.

Article V - Amendments

The Constitution may be amended by a two-thirds vote of the Board of Directors as long as the contemplated action appears on the CMEA-NS website thirty days before it is acted upon. Amendments to the Constitution may be initiated by the Board of Directors or by members of CMEA-NS.

Bylaws

Article 1 - Membership

Section 1 - All members of the National Association for Music Education residing in CMEA-Northern Section shall be members of CMEA-NS.

Section 2 - The membership year shall run for one year from the month NAfME received the dues.

Section 3 - Types of Membership shall fall into one of three categories: Active, Retired, and Collegiate. (Refer to CMEA State Board Manual, Chapter 4, for definitions.)

Section 4 - The amount of dues for each membership category shall be fixed by NAfME and a majority vote of the CMEA State Board of Directors.

Article II - Duties of Officers

Section 1 - The President shall

a. Serve as the executive head of CMEA-NS.
b. Represent CMEA-NS at all meetings of the CMEA.
c. Preside at all CMEA-NS meetings.
d. Have the power to appoint committees not otherwise provided for in the Constitution or Bylaws.
e. Appoint Representatives and Advisors as necessary with the approval of a majority of the Executive Board.

Section 2 - The President Elect shall

a. Assume the duties of the President in the absence of the President.
b. Review and approve event budgets.
c. Upon completion of the term for which he/she is chosen, become President.

Section 3 - The Vice President shall

a. Work with the membership chair.
b. Assume the duties of the President in the absence of the President and President Elect.

Section 4 - The Secretary shall

a. Keep records of the Association.
b. Record the meeting of the Board of Directors and Executive Board.
c. Transact all necessary communications.
d. Turn over all official records and documents of CMEA-NS when leaving the position.
e. Ensure that all official documents are archived appropriately.

Section 5 - The Treasurer shall

a. Receive all moneys due CMEA-NS and deposit them in a depository approved by the CMEA-NS Executive Board within 48 hours of receipt as directed by the Board of Directors.
b. Pay bills and disburse funds with checks signed by the Treasurer and counter signed by the President or Vice President within 48 hours of receipt of paperwork from appropriate board members.

c. Collect budgets from each of the appropriate Event Representatives and reconcile each at the conclusion of the respective events.
d. Present a written report of the income and disbursements and current balance at each meeting of the CMEA-NS Executive Board.
e. Provide for the preparation of an annual fiscal report which shall be delivered to the CMEA Executive Director in August.
f. Complete and file all required tax forms.
g. Be responsible for the transfer of signature cards when leaving the position.

Section 6 - The Immediate Past President shall

a. Serve as a Liaison between CMEA-NS and NAfME when requested by the President.
b. Work with the University Representative.
c. Chair the nominating committee and coordinate the elections.

Section 7 - The President may appoint Advisors to help guide CMEA-NS. The Executive Board will approve the selection of Advisors with a majority vote. Advisors are non-voting members of the Board of Directors.

Section 8 - The Board of Directors shall

a. Administer the affairs of CMEA-NS together with the management and control of the funds thereof.
b. Fill vacancies by temporary appointments pending regular nominations, be empowered to employ personnel as needed to carry out the work of CMEA-NS in an efficient and productive manner.
c. Provide for the preparation of an annual budget which shall be delivered to the CMEA Executive Director in August.
d. Appoint any special representative to serve during its terms in office and such appointees may become full voting members of the Board.

Section 9 - The University Representative shall

a. Work cooperatively with the Immediate Past President and with post secondary institutions to increase the number of NAfME Collegiate Chapters within CMEA-NS.
b. Create awareness of opportunities for Music Education students to develop leadership qualities through active participation in CMEA-NS events.

Section 10 - The Communications Representative shall

a. Maintain and update CMEA-NS website on a regular basis.
b. Communicate CMEA-NS events with membership through the use of Constant Contact.
c. Maintain social media sources.

Section 11 - The Membership Representative shall

a. Be provided access to the NAfMe records reflecting membership updates.
b. Send “membership reminder” letters to those whose membership has expired.

c. Coordinate with the Treasurer for information regarding current membership dues and eligibility for conference attendance and event participation.
d. Coordinate with Event Representatives to determine student/teacher eligibility to audition and participate in CMEA-NS sponsored events.

Section 12 - The Elementary Curriculum Representative shall

a. Be responsible for aid to schools/districts requesting assistance in curriculum examination.
b. Communicate with the CMEA State General Music Representative from time to time.

Article III - Committees

Special committees shall serve during the administrative term in which they are appointed. All committees shall work in cooperation with and report to the President and the Board.

Article IV - Rules of Order

Robert's Rules of Order Revised shall govern in all business meetings of CMEA-NS.

Article V - Amendments

The Bylaws may be altered or amended in the same manner as the Constitution.