



Maryland Music Educators Association

CONSTITUTION AND BYLAWS

Revised June 2020

Constitution

Article I

Name, Incorporation, Purpose, Affiliation, Organization, and Relationships

Section 1. Name. The name of this not-for-profit educational organization shall be the Maryland Music Educators Association, Incorporated, herein after designated either as "MMEA" or the "Association."

Section 2. Incorporation. The Maryland Music Educators Association is incorporated under the laws of the state of Maryland. It is operated as defined in Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

Section 3. Purpose. The purpose of this organization shall be the advancement of music education in the state of Maryland.

Section 4. Affiliation. This organization shall function as the Maryland federated unit of NAFME: The National Association for Music Education, and its Eastern Division.

Section 5. Organization. MMEA membership includes membership in one or more component associations. The component associations represent specific teaching assignments of members and function as specified in the Bylaws of the Association.

Section 6. Relationships. MMEA shall maintain cooperative relationships with NAFME associate organizations and with Maryland state and local education departments and organizations as specified in the Bylaws of the Association.

Article II - Membership

Each member shall hold concurrent membership in NAFME: The National Association for Music Education. Membership may be divided into various classifications for annual membership dues, for the election of officers, or for such other purposes as may be prescribed in the Bylaws of the Association. Conditions, terms, privileges, and duties of membership shall be stated in the Bylaws of the Association.

Article III - Government

The elected and appointed officers and representatives will comprise the Executive Board, which shall be the legal representative of the Association and, as such, shall have, hold, and administer all the property, funds, and affairs of the Association. Provisions for the regulation of the internal affairs of the Association shall be provided for in the Bylaws of the Association.

Article IV - Elections

The manner of the election and appointment of the members of the MMEA Executive Board shall be provided for in the Bylaws of the Association.

Article V - Amendments

This Constitution may be altered or amended by an approving mail vote of two-thirds of the membership responding. Ballots and necessary supporting information shall be mailed to the membership, and at least thirty days must elapse between the date of mailing and the close of voting. This closing date shall be designated by the Executive Board and printed on the ballots. Amendments to the Constitution may be initiated by the Executive Board or by a petition signed by fifteen percent of the entire membership.

Bylaws

Bylaw I - Membership

Section 1. Active Membership. Active membership shall be open to all persons engaged in music education and is held jointly with membership in NAFME: The National Association for Music Education. Active membership in MMEA shall provide the privileges of: (a) membership in one or more of the component organizations (b) participation in the professional development activities of the organization (c) the right to vote and hold office, and (d) subscription to the *Maryland Music Educator*.

Section 2. Retired Membership. Retired membership shall be open to music educators who have retired from teaching, administrative or research positions in music education and who have been members of NAFME for ten consecutive years. Retired members shall have the same privileges as active members.

Section 3. Collegiate Membership. Collegiate membership shall be open to music education students at the college or university level who are not employed as teachers. Collegiate membership is obtained through application to an official collegiate chapter. An official collegiate chapter shall consist of student members and a sponsor who holds current membership in MMEA. Collegiate members may not vote or hold elective office in the Maryland Music Educators Association. Group subscription to the official state publication, the *Maryland Music Educator*, is included.

Section 4. Introductory Membership. An individual membership that is open to those in their first year of full-time music teaching or other music-related education work who have been collegiate members during the preceding fiscal year.

Section 5. Corporate Membership. Corporate memberships shall be open to all businesses or organizations who wish to support the Association. Corporate members shall have all rights and privileges of active members except the right to vote or to hold office.

Section 6. Membership Year. The membership year shall coincide with that of the individual's membership in NAFME.

Bylaw II - Dues and Fees

Section 1. Amount of Dues. The amount of annual dues shall be determined by the MMEA Executive Board, as an addition to the amount set for active membership by the NAFME National Executive Board. The amount of dues for expanded memberships shall be established by NAFME. The specified rates are payable annually.

Section 2. Remittance of Dues. Dues shall be paid to the NAFME business office or to the Membership Chairperson of the Maryland Music Educators Association.

Section 3. Fees. All fees for receiving MMEA services or for participating in MMEA activities shall be set by the MMEA Executive Board.

Bylaw III - Government

Section 1. Governance. Governance of the Association shall be vested in the elected officers, each of whom shall have one vote. Responsibility for the organization and execution of all activities of the Association shall be vested in the elected officers, appointed officers, chairpersons, representatives, and component presidents, under the general supervision of the President. The Executive Director shall serve as ex-officio and shall have no vote.

Section 2. Executive Board. The Executive Board of the Maryland Music Educators Association shall consist of: President, Immediate Past President, President-Elect, Recording Secretary, Member-at-Large, component association presidents, and appointed officers and representatives.

Section 3. Executive Council. The Executive Council shall consist of: President, Immediate Past President, President-Elect, Recording Secretary, Member-at-large, Executive Director, and Editor. This body shall act in an advisory capacity to the Executive Board.

Section 4. Elected Officers. The elected officers of MMEA shall be as follows: President; Immediate Past President; President-Elect; Recording Secretary; Member-at-large. These officers must hold active membership in MMEA. No person can occupy more than one elected office simultaneously.

Section 5. Appointed Officers, Chairpersons and Representatives. The President shall make recommendations for filling vacancies and new positions during the President's term of office. Appointed officers and representatives must hold membership in MMEA.

Section 6. Terms of Office and Succession of Officers. Terms of office for members of the Executive Board shall be the two years beginning after the last business meeting in June following their election or appointment. In succeeding terms, the MMEA President-Elect automatically becomes President and then Immediate Past President.

Section 7. Vacancies on the Executive Board. Vacancies in all appointed offices shall be filled by Executive Board appointments for the remainder of the term. A vacancy in any elective office may be filled by one of the following methods deemed most appropriate by the Executive Board: (1) A special election to be held as soon as practical, (2) An Executive Board appointment of not more than one year. (3) The inclusion of candidates for the office on the next election ballot. A vacancy in the office of MMEA President may be filled by the Immediate Past President or President-Elect as determined by the Executive Board. A vacancy in the office of MMEA President-Elect must be filled by a special election. Vacancies in offices of component association presidents should be filled by methods prescribed by component association bylaws when such bylaws exist. Otherwise, the methods described above will apply.

Section 8. Resignation from Office. Resignations are effective upon receipt by the MMEA President of written notification or a later date if provided in the written notification.

Section 9. Removal from Office. Officers, Elected Members, and Appointed Members may be removed from office by the Executive Board shall be removed from office when responsibilities are not met as permitted by and in accordance with MMEA Policies and Procedures as well as the laws of the State of Maryland.

Section 10. Limitation of Responsibility of Officers. The authority and responsibility for the management and for the maintenance of the good will and credit of the Association is vested in the Executive Board, but it is expressly understood that neither the Board, nor any member thereof, nor any member of MMEA shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the Association carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and Bylaws of the Maryland Music Educators Association. To protect Board Members and staff, the Association shall purchase Directors and Officers Liability Insurance.

Section 11. Voting Members. The MMEA Executive Board voting members shall be the President, President-elect, Immediate Past President, the Presidents of the MMEA Component Associations, Member-at-Large, and Recording Secretary.

Section 12. Non-voting Ex-Officio Board Members. Non-voting (Ex-Officio) members of the Executive Board are the MMEA Executive Director, the Editor of *Maryland Music Educator*, Presidents-elect of the component associations, Appointed officers, Chairpersons, and Representatives.

Section 13. Meetings. At least two (2) regular meetings of the Executive Board shall be scheduled each year. Regular and special meetings may be called by the MMEA President or upon written request. In addition to in-person meetings, meetings may also be held virtually or by conference call.

Section 14. Quorum. A majority of the voting members of the Executive Board shall constitute a quorum. Unless otherwise specified in these Bylaws, all decisions will be made by a majority vote of those present at a meeting at which a quorum is present.

Section 15: Action Without a Meeting. For purposes of taking action without a meeting, solicitation via electronic balloting, and/or electronic voting shall be permitted. If consent in writing exists, the action so taken is signed or sent via electronic submission by all entitled to vote with respect to such action. Such consent shall have the same force and effect as a face-to-face vote of the Executive Board and shall be filed with the minutes.

Section 16. Component Associations. A component association shall represent a substantial, clearly delineated constituency of active members of MMEA. Component associations are charged with managing state events, activities, policies and procedures approved by the MMEA Executive Board. A component association is represented on the MMEA Executive Board by its President, who is responsible to the MMEA President. Component associations shall function as units of MMEA. The following component associations shall have a President, an Immediate Past President, and a President-elect: Maryland Band Directors Association (MBDA); Maryland Choral Educators Association (MCEA); Maryland State Society for Music Teacher Education (MSMTE); Maryland General Music Teachers Association (MGMTA); and Maryland Orchestra Directors Association (MODA). These officers must hold active membership in MMEA. No person can occupy more than one elected office simultaneously. Immediate Past Presidents and Presidents-Elect of the component associations will be invited as observers at meetings of the MMEA Executive Board and will vote only in the absence of the President of the component association. Component Association leadership teams shall be accountable to the Executive Board through the MMEA President. The way appointments are made shall be determined by each component. The leadership team members of each component must hold active membership in MMEA.

Bylaw IV - Internal Affairs

Section 1. Election Years. The following officers are elected in odd-numbered years: President-Elect; and component association presidents representing MCEA and MODA. The following officers are elected in even-numbered years: Recording Secretary; Member-at-Large; and component association presidents representing MBDA, MGMTA, and MSMTE.

Section 2. Nominations. Before the tenth of October each year, the Executive Board shall confirm the President's recommendations for a nominating committee of five members. The nominating committee shall be chaired by the President-Elect and shall present a complete slate of candidates to the Executive Board by the tenth of January. The nominating committee shall have the sole responsibility for developing a slate of two candidates for the positions of President-Elect, Recording Secretary, and Member-at-Large. The Executive Board shall have the power to alter the schedule of, elections of officers. Deadline dates may be modified annually at the discretion of the Executive

Board. In the event that an elected member of the Executive Board wishes to run for another office, that member must resign from the Executive Board at a time to be determined by the Executive Board. The nominating committee shall then submit to the Executive Board the names of two candidates to run for the unexpired term. If approved by the Executive Board, these names shall be added to the regular annual election ballot.

Section 3. Requirements for President-Elect. A candidate for the office of MMEA President-Elect must have previously served as an elected or appointed officer of MMEA. No individual may serve as MMEA President for two consecutive terms, except as stated in Bylaw III, Section 7.

Section 4. Candidates for Component Association Presidencies Candidates for component association presidencies are selected through association procedures, and their names should be submitted to the nominating committee by the tenth of November. In the event a component association does not recommend two candidates by November 10, the nominating committee shall have the authority to make that recommendation from among persons in the association. All offices for which two candidates cannot be found by December 10 may, at the discretion of the Executive Board, be filled by: (1) extending the deadline and charging the Executive Board with identifying candidates; (2) running one candidate unopposed with provision for write-in-votes; or (3) removing the office from the ballot and filling it by appointment for a period not to exceed one year. Officers appointed in this manner shall have full voting privileges on the Executive Board.

Section 5. Ballots. Under the direction of the Executive Board, the Executive Director shall mail (paper or electronic) ballots to the total active membership so that they may be returned to the Executive Director for tabulation by February 20. At least thirty days must elapse between the mailing and the due date of ballots. Each active member may vote for as many component organization presidents each year as may represent the legitimate interests of the individual's current teaching position. Ballots shall be counted by the President, President-Elect, and Executive Director, who shall report the results to the Executive Board. A majority of votes cast shall be required to elect. In the event of a tie, the majority of the Executive Board shall determine the outcome.

Bylaw V - Administration

Section 1. Fiscal Year. The fiscal year shall coincide with that of NAFME.

Section 2. Budget. The Executive Director shall propose a budget to the Executive Board for approval prior to the beginning of the fiscal year.

Section 3. An Executive Director shall be employed and approved by the Executive Board to execute the Association's daily activities. The Executive Director shall have no powers or duties other than those delegated by the President or as set forth in the Executive Director's employment contract or the Bylaws of the Association. An annual performance review of the Executive Director shall be conducted by the MMEA Executive Council with input from the MMEA Executive Board. The results of this review

will be provided to the Executive Board. Staff hiring and management of the daily responsibilities of the Association and supervision of the assigned staff is the responsibility of the Executive Director.

Section 4. Contracts. The Executive Board may authorize the Executive Director to enter into, any contract or execute, and deliver any instrument in the name of and on behalf of the Association. Such authority may be general or may be confined to specific instances.

Section 5. Check, Drafts, or Orders. All checks, drafts, or orders for payment of money issued in the name of the Association shall be signed by the Executive Director.

Section 6. Deposits. All funds of the Association shall be deposited to the credit of the Association in such banks or other depositories as the Association may select.

Section 7. Management of Assets. The Association shall maintain one budget which will serve the objectives of the Association at large and its individual components. The Executive Board shall have the power to allocate the funds of the Association for the purposes of carrying out the objectives of the Association and its components. The Executive Board is also authorized and empowered to receive by devise, bequest, donation, or otherwise, either real or personal property and to hold the same absolutely or in trust, and to invest, reinvest, and manage the same to meet the objectives of the Association.

Section 8. Books and Records. The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Executive Board. The Association shall keep a record of the names and addresses of members entitled to vote.

Bylaw VI - Relationships

MMEA shall maintain cooperative relationships with all Maryland state and local educational departments and organizations. As a federated unit of NAFME: The National Association for Music Education, it shall have a functioning relationship with other federated state music education associations, with the Eastern Division of NAFME, and with all other affiliated and auxiliary associations of NAFME as provided in the Constitution and Bylaws of NAFME: The National Association for Music Education.

Bylaw VII - Ad Hoc Committees

Ad hoc committees will be appointed at the discretion of the President. Unless otherwise specifically provided, the term of office of all ad hoc committees shall end with the term of the office of the President during whose administration they were appointed.

Bylaw VIII - Amendments

These Bylaws may be altered or amended by an approving vote of the majority of those members who cast ballots by mail. At least thirty (30) days prior to the close of voting, ballots and necessary supporting information shall be mailed to all members of record who are eligible to vote. Such closing date shall be designated by the MMEA Executive Board and printed on the ballots. Proposed amendments to these Bylaws may be initiated by the MMEA Executive Board or by a petition signed by five percent (5%) of the membership.

Bylaw IX - Interim Organization During Constitution Changes

The President of MMEA, with the approval of the Executive Board, shall make such appointments and assign duties, as shall be necessary, during changes of the Bylaws involving elections and officers. Such interim arrangements shall be in effect until a normal or special election shall complete the slate of officers for the new Constitution.