

# The National Association for Music Education Collegiate

## Collegiate Chapter XXXII Constitution

### Preamble

We, the students in the School of Music at Western Michigan University, desire to be active members of the collegiate level of the National Association for Music Education (NAfME). We as members have the opportunity to enjoy the benefits and activities of NAfME Collegiate membership, to share its responsibilities, and to increase our own and others' interest, knowledge, and productivity in all areas of music education.

### Article I- Name and Affiliation

#### Section 1

This chapter shall be known as the *National Association for Music Education Collegiate at Western Michigan University*. It shall be listed in the NAfME records as *Chapter 32*.

#### Section 2

This chapter shall have an affiliated relationship with the *Michigan Music Educators Association* (MMEA).

### Article II- Purpose

The purpose of the *National Association for Music Education Collegiate at Western Michigan University* chapter is, primarily, to provide opportunities for the professional development of aspiring music educators. Towards this goal, the activities of this chapter may include, but are not limited to:

- Attending and hosting educational conferences and lectures, thereby conveying the philosophy and function of music and music education in human life.
- Acquainting members with leaders in the music education profession.
- Assisting local schools with music projects or participating in local music programs.
- Providing members with resources for basic research.
- Raising money to defray costs of participating in the above activities.

### Article III- Membership Eligibility and Benefits

#### Section 1

Membership in the NAfME Collegiate Chapter 32 shall be open to any student enrolled at Western Michigan University who is interested in teaching music and who is not employed full-time in the field of music education. The NAfME Collegiate chapter at WMU does not discriminate against

persons on the basis of race, color, national origin, marital status, religious beliefs, age, gender identity or expression, or sexual orientation. No individual will be denied membership on the basis of race, sex, religion, color, height, weight, age, handicap, national origin, sexual orientation, or veteran status.

#### Section 2

Students who are eligible for membership as stated in Section 1 may become members of this chapter upon signing up as an official member of the national organization, NAFME, as well as payment of chapter dues.

#### Section 3

Any member of this chapter may participate in the activities carried on by this collegiate chapter and by NAFME, including its divisions and the federated state associations. All collegiate members, after complying with registration requirements, may attend all NAFME conventions-national, divisional, and those of the federated state associations.

#### Section 4

Membership in the national organization NAFME as a part of this collegiate chapter automatically entitles members to the following benefits:

- Free subscription to *Music Educators Journal* (an official NAFME periodical)
- Free subscription to *Teaching Music* (an official NAFME periodical)
- Free subscription of the official state music educators association's periodical, *Michigan Music Educator*
- Online versions of all NAFME publications and services
- A NAFME membership card, entitling members to discounted registration fees at NAFME conventions.

For an additional fee, NAFME Collegiate members may also receive subscriptions to the following publications:

- *Journal of Research in Music Education*
- *General Music Today*
- *UPDATE: Applications of Research in Music Education*
- *Journal of Music Teacher Education*

In addition, collegiate members are eligible for all optional member services offered by NAFME. These may include but are not limited to car rental plans, insurance coverage, long distance phone calling cards, debit/credit cards, and musical instrument protection plans.

#### Section 5

Those members who meet the following requirements will retain *active membership*:

- Have a NAFME membership
- Expectation to regularly attend meeting and participate in volunteer events

#### Section 6

*Active members* will be given the following benefits in addition to those outlined in Section 4:

- Voting privileges for all NAFME Collegiate Chapter 32 decisions.
- Music education related financial support (as available) from the collegiate chapter with five meetings and eight volunteer hours as recorded by the secretary.

- Eligibility to serve on the next year's executive board after one year of active membership. In extenuating circumstances casual members are eligible to serve on next year's executive board pending completion of the requirements to become an active member as stated in Article III, Section 9.
- Reimbursement for NAFME Collegiate Chapter 32 related trips within the state of Michigan, as decided by the Executive Board.
- Option of financial assistance for national fees and dues through means of specially designated fundraisers.
- Ability to purchase hard-good fundraising items at base price.

#### Section 7

*Casual membership* will be assigned to those students who do not meet the requirements outlined in Section 5; casual members do not have NAFME membership. Casual members shall be allowed to attend all general meetings and events hosted by NAFME Collegiate Chapter 32. Casual members are encouraged to join committees, but are not required to do so. Likewise, casual members are encouraged to help with volunteer events, but are not required to do so.

#### Section 8

The vice president will track the status of each member as being active or casual on an itemized basis. A list of active members will be available within one week at the request of a Western Michigan University music major or Western Michigan University music faculty member.

#### Section 9

During their first year of full-time employment in music education, graduating collegiate members of this chapter will have the opportunity to receive regular NAFME membership at a special introductory rate.

#### Section 10

If an active member attends 3 meetings and completes 5 volunteer hours, they will be reimbursed 50% of the cost of National membership. If an active member attends 5 meetings and completes 8 volunteer hours, they will be given financial support from the chapter, based on the chapters accounts, to attend conferences and other NAFME, MMEA, or music education related events. If finances are in good standing, executive board members memberships will be paid for by the chapter.

### **Article IV- Finances**

#### Section 1

NAFME Collegiate Chapter 32 at Western Michigan University shall follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.

#### Section 2

Dues for NAFME Collegiate membership are for one academic year and represent both national and state dues. National dues for NAFME Collegiate membership are reduced significantly from the cost of NAFME membership; each state music educators' association collects state dues. Students eligible for NAFME Collegiate membership become members of NAFME and their federated state music educators

association when proper national and state dues are sent to the NAFME national office. These dues are collected by NAFME as a part of the application process.

#### Section 3

The Executive Board of this chapter reserves the right to levy nominal dues in excess of national and state dues to help finance the activities of the chapter.

#### Section 4

The financial books and records shall be audited at twice a year, and the treasurer must do an audit before leaving office. This audit must be presented to the executive board to ensure its validity. It also shall be the duty of the Treasurer to attend Western Michigan University financial workshops as is deemed necessary.

#### Section 5

Should NAFME Collegiate Chapter 32 at Western Michigan University become inactive, all funds from its account shall go directly to the Western Michigan University SEMINAR summer music camp.

#### Section 6

NAFME Collegiate Chapter 32 at Western Michigan University designate both the President and Treasurer to open a new bank account off campus for the benefit of the organization. The President, Vice President, and Treasurer will hold signing power on the bank account with the President and Treasurer with access to the chapter debit card. The bank information must be changed, if applicable, by the beginning of each semester if a change in the positions of President, Vice President, and Treasurer.

### **Article V- Executive Board**

#### Section 1

Management of this chapter is the responsibility of the Executive Board and is upheld by this constitution.

#### Section 2

The Executive Board shall consist of the officers of this chapter (Article VII, Section 1) and the chapter advisor as an *ex officio* member.

#### Section 3

The Executive Board shall meet at least once before each meeting to organize and plan future activities. The time and day of Executive Board meetings shall be decided by the members of the Executive Board.

#### Section 4

The Executive Board shall have the power to make necessary decisions in all matters not specifically acted upon by the chapter members.

### **Article VI- Chapter Advisor**

## Section 1

There shall be a chapter advisor who is a member of the music faculty at Western Michigan University and who is a member of NAFME. The chapter advisor shall serve as *ex officio* on the Executive Board.

## Section 2

The responsibilities of the chapter advisor are to:

- Act as a representative of NAFME to the students by informing the students of the nature, purpose, and function of NAFME; by encouraging interest and participation of students in NAFME activities, and by acting as a liaison with the various levels of NAFME.
- Serve as an advisor and guide in formulation of chapter programs and policies.
- Serve as a resource person for officers and members.
- Meet with chapter officers to help with planning and implementing chapter activities.
- Promote professional attitudes among chapter members.
- Encourage college/university faculty members to support NAFME Collegiate Chapter 32 and explore possible funding of chapter activities with department chairpersons.
- Promote the concept and interest of the chapter on campus and at NAFME functions.

## Article VII- Officers

### Section 1

The officers of this chapter shall be President, Vice President, Secretary, Treasurer, and Advocate.

### Section 2

Any candidate for office shall have been an *active* member of NAFME Collegiate for at least one full year prior to nomination. In extenuating circumstances casual members are eligible to serve on next year's executive board in accordance with Article III, Section 6.

### Section 3

Each officer shall assume his/her position for the duration of an entire semester.

### Section 4

In the event that a vacancy occurs in the office of president, the vice president shall assume the duties of president for the remainder of the term of office. If this occurs when more than half the term is remaining, the membership shall elect a new vice president. If this occurs when less than half the term is remaining, the president, Executive Board, and chapter advisor shall jointly appoint a new vice president to fill the vacancy.

### Section 5

Vacancies in any of the offices besides president shall be filled by election. Vice President is not included in this regulation under extenuating circumstances according to Article VII, Section 4.

### Section 6

The officers of this chapter shall be considered the Executive Board for the chapter.

## **Article VIII- Duties of Officers**

### **Section 1**

It is the duty of the president to preside at meetings, represent the organization, uphold the principles of the constitution, and appoint committees as required, subject to the approval of the Executive Board. The president is also responsible for publishing a report each semester, update and maintain the constitution once each semester collaborating with the chapter advisor, write thank you notes and purchase gift cards for presenters, and supervising the other officers and committees.

### **Section 2**

It is the duty of the vice president to preside in the absence of the president, serve as head of conference/travel preparations, complete correspondence with speakers and lecturers, stay in touch with members of this chapter and other chapters, maintain close connection with NAFME headquarters, register NAFME Collegiate as an official WMU RSO at the end of each Spring semester, in charge of volunteering events, and to keep a current roster of membership (including active or casual status).

### **Section 3**

It is the duty of the secretary to keep accurate records of meetings and business, and report the chapter activities for publication in state and/or national publications. The secretary will also coordinate sign up for volunteer events.

### **Section 4**

It is the duty of the treasurer to be responsible for and account for the collection of any money and/or payment of any debts of the organization, maintain current account and records, and coordinate fundraising projects. The treasurer shall ensure an audit is performed at the end of each semester of all NAFME Collegiate accounts.

### **Section 5**

It is the duty of the advocate to present a professional and friendly image for NAFME Collegiate on campus and in the community. In support of this purpose, the advocate should maintain all NAFME Collegiate bulletin boards so that they are professional and updated, design and post signs and announcements for NAFME and NAFME Collegiate events. If NAFME Collegiate Chapter 32 does not have a relations officer (see Article X, Section 2), the advocate shall assume these responsibilities as well.

## **Article IX- Election of Officers**

### **Section 1**

Election of officers shall be held at the end of each semester, making the effective term from December to April and April to December. Elections will be held no later than the last week of classes. Nominations will be accepted at the meeting prior to elections and on the day of elections. At the election meeting nominees will be given time to address those gathered to state reasons why they would be fit to serve on the Executive Board.

## Section 2

Nominations shall be conducted by the current president and shall be taken from the floor in the following order: president, vice president, secretary, treasurer, and advocate.

## Section 3

All members nominated must be present to accept the nomination. Members who cannot be present but wish to be nominated must submit a *written* acceptance of any nominations to the president.

## Section 4

The nomination process shall proceed as follows: All nominations will take place before any acceptances. After all nominations have been taken, each candidate will be asked to accept up to three nominations. In the event that a position is thereby left unfilled, nominations shall be reopened for that position.

## Section 5

Voting will take place during the time of a regularly scheduled meeting. Voting shall begin with the office of president. All accepted nominees for president will have two minutes to address those present during which time other nominees for the position are to be out of the room. At the end of two minutes, those gathered may move and vote to extend the allotted time for the nominee by up to two minutes. This motion must be seconded and is not amendable or debatable. When the nominee has finished addressing those present a question and answer session lasting no more than three minutes will take place between the nominee and those gathered. This time may only be extended by up to 30 seconds for the nominee to finish answering a question asked within the three minutes allotted. After all nominees have addressed those present, those not running for the position shall have up to three minutes to discuss the nominees while the nominees wait outside the room. This time may not be extended. Then, all active NAFME Collegiate members shall vote for one nominee for the position. Nominees may also vote. This vote shall be counted by the current president and secretary and the winner announced. The process will then begin again for the office of vice president, continuing to other offices in the same order as the nomination process stated in Article IX, Section 2.

## Section 6

Following elections, the president of the out-going Executive Board will call a mandatory meeting for all members of both the old and new board. This meeting will occur sometime before the end of each semester. At this time the Executive Board handbook will be transferred to the new Executive Board. Following this meeting, the new Executive Board will assume full responsibility for the organization.

## **Article X- Appointed Positions**

### Section 1

The president shall have the power to create any appointed position with the approval of the Executive Board and chapter advisor as is necessary. Any appointed position is to be filled by an interested active member. The executive board and chapter advisor together shall decide which interested member will fill these positions as the need arises. All appointed positions are to report to the executive board on a weekly basis.

## Section 2

The position of relations officer shall be given to a member elected as NAFME State Representative to the MMEA should this member not be on the Executive Board of NAFME Collegiate Chapter 32. It is the duty of the relations officer to keep the chapter aware of NAFME events and progress at the state level, and to keep good relations between the WMU chapter and other chapters in the state. When this position is vacant, the advocate shall take on these responsibilities.

## Article XI- Meetings

### Section 1

Business meetings shall be held as deemed necessary by the executive board. The business meetings are to be planned out by the executive board before each semester begins. In the fall semester, these must include at least one informational meeting for new members. In the winter semester, these must consist of one meeting for the reading of bi-annual reports and one for the process of taking nominations for elections. Membership will be notified at the beginning of the semester of tentative meeting dates. If meeting dates or times are to be changed, the membership must be notified at least two weeks in advance of the proposed meeting date.

### Section 2

In addition to the business meetings listed in Section 1, the advocate is responsible for disseminating information to the membership at least once per month through meetings, newsletters, Facebook or e-mail.

### Section 3

The Executive Board shall have the power to call special meetings at any other time during the semester. Announcements for these meetings must be posted at least three days in advance.

## Article XII- Committees

### Section 1

The treasurer shall have the power to form *ad hoc* committees for each fundraising project. Each committee will be effective only through the duration of its project and is subject to change by request of the Executive Board.

### Section 2

The president shall have the power to appoint additional *ad hoc* committees with the approval of the Executive Board.

### Section 3

The Executive Board shall determine standing committees to exist for the duration of each semester. Active members must participate in one of these standing committees as stated in Article III, Section 5.

## **Article XIII- Recall**

### Section 1

All officers and all appointed positions shall be subject to recall by a signed petition of at least 30 percent of the active membership of the chapter. The petition must be accompanied by a specific reason (breach of constitution, casual member, etc.) for that officer's recall.

### Section 2

Should a recall petition be presented to the Executive Board, an election will be held in which all active members may vote for or against allowing the officer to continue in his or her position.

### Section 3

In the event that an officer under recall is voted out of office, the prescribed method of filling vacancies shall be applied, as dictated in Article VII, Sections 4 and 5.

## **Article XIV- Amendments**

### Section 1

Amendments to this constitution may be proposed by the Executive Board or through a petition of 30 percent of the active chapter membership.

### Section 2

All amendments must be approved by a two-thirds majority vote of the active membership.

## **Article XV- Statement of Compliance**

The National Association for Music Education Collegiate chapter 32 at Western Michigan University will comply with all Student Activities & Leadership Programs and University policies, procedures, and practices and all local, state, and federal laws.

### Section 1-National Registration

It is the responsibility of the President to complete and follow-through with the annual collegiate chapter membership registration card.

### Section 2- RSO Registration

It is the responsibility of the Vice President to complete and follow-through with the annual student organization registration process as set forth by Student Activities & Leadership Programs.

## **Article XVI- Ratification**

The ratification of each section by at least two-thirds of the active membership of the NAFME Collegiate Chapter 32, as expressed during the business meetings of the fall semester of the year 2009 at Western Michigan University, shall be sufficient for the establishment of this constitution in this organization.

*[Revised fall semester 2017]*