

**BYLAWS OF THE HIGHER EDUCATION DIVISION OF THE
ALABAMA MUSIC EDUCATORS ASSOCIATION**

Approved 4/27/15

ARTICLE I - NAME AND RELATIONSHIPS

- Section 1
Name: The name of the organization shall be The Higher Education Division of the Alabama Music Educators Association.

- Section 2
Relationships: This organization shall be the official Higher Education Division of the Alabama Music Educators Association, a state affiliate of the National Association for Music Education (NAfME), and shall maintain a close relationship with the Alabama State Department of Education and other organizations devoted to advocating for music education at all levels of education and in the larger community.

ARTICLE II - OBJECTIVES AND FUNCTIONS

- Section 1
 - Objectives:
 - a) The advancement of Music Education throughout Alabama.

 - b) The fostering of viable relationships among Alabama college/university music faculty and public-school Music teachers.

- Section 2
 - Functions:
 - a) The Higher Education Division shall encourage and promote Music Education in Alabama by means of seminars, meetings and other activities concerning the training of teachers and transfer of credit from junior/community colleges.

 - b) The Higher Education Section shall encourage membership of Music Educators from higher education institutions in Alabama.

ARTICLE III - MEMBERSHIP AND DUES

- Section 1
Active membership is granted to any individual engaged in teaching in any of the Higher Education Institutions of the State of Alabama and who is a member of the Alabama Music Educators Association.

- Section 2
The right to vote or to hold office is reserved for active members.

- Section

There are no dues other than the dues requirement of the Alabama Music Educators Association.

ARTICLE IV - OFFICERS

- Section 1
The elected officers of The Higher Education Division of the Alabama Music Educators Association shall be: a) one (1) president
b) one (1) president-elect
c) one (1) secretary/treasurer

- Section 2
The three (3) elected officers, known as the Executive Council, may have representation from two- and four-year institutions, public and private, and from administration and general faculty.

- Section 3
The outgoing president will assume the ex-officio position as Past President as serve as a consultant as needed to the President and Executive Council.

- Section 4
In addition, the Higher Education Division shall include a Research chair (appointed by the AMEA President) as ex-officio members in order to include their input and represent those interests in the Higher Education Division.

- Section 5
The term of office for all elected officers shall be a period of two (2) years.

- Section 6
The term of appointment for the Research Chair is two years; however, persons serving in these positions may be reappointed at the discretion of the AMEA President.

- Section 7
Vacancies in all elective offices shall be filled upon recommendation of the remaining officers of The Higher Education Division until an election for the unexpired term is held at the next regularly scheduled general meeting.

ARTICLE V - ELECTIONS

- Section 1
 - The President and the Secretary-treasurer shall be elected by majority vote in even-numbered years at the annual Alabama Music Educators Conference.

 - The former President-Elect shall assume the office of President preceding adjournment of the annual Professional Development Conference in even-numbered years.

- Section 2
The Executive Council shall conduct a meeting at the annual AMEA Conference to call officer nominees from the membership in even numbered years. Additional nominations may be made from the floor by any active member.

ARTICLE VI - MEETINGS

- Section 1
The Higher Education Division of the Alabama Music Educators Association shall meet annually at the AMEA Conference. Additional meetings may be called as needed with 30 days notification.
- Section 2
The Executive Council shall meet upon the call of the president and must meet prior to the regularly scheduled meeting at the AMEA Conference. A quorum of two (2) members of this council shall be required for the transaction of business.

ARTICLE VII - AMENDMENTS AND BYLAWS

- Section 1
The constitution and/or by-laws of The Higher Education Division of the Alabama Music Educators Association may be amended, added to, or deleted from with the approval of the Executive Council, and then by the approval of two-thirds (2/3) of the membership present at a regularly scheduled meeting.
- Section 2
Proposed amendments to the constitution must be submitted via mail or e-mail to the entire Higher Education NCMEA membership at least thirty (30) days prior to a regularly scheduled meeting.

ARTICLE VIII - DUTIES OF OFFICERS

- Section 1
The President shall preside at meetings of The Higher Education Division, enforce due observance of the constitution and By-Laws and standing resolutions, and call meetings and appoint committees not otherwise provided for in the By-Laws. The President shall provide the committees the necessary information pertaining to the carrying out of their responsibilities. When an immediate decision is necessary, the chairperson shall be empowered to act with the concurrence of the Executive Council.
- Section 2
The President shall coordinate with the Executive Council to oversee the submission and selection of AMEA Conference proposals and report approved proposals to the AMEA Executive Secretary for placement in the Conference schedule.

- Section 3
It shall be the duty of the President-elect to assist the President and to perform all the duties of the President in the event of the absence of the President.
- Section 4
The President is expected to contribute a quarterly column for publication in the Alabama Music Educators Association publication *Ala Breve*.
- Section 5
The immediate Past President of The Higher Education Division shall serve as consultant to the active President.
- Section 4
The Secretary-treasurer shall keep minutes of all meetings and maintain an archive of those minutes and shall perform other duties as directed by the President and/or the Executive Council. The Secretary-Treasurer will also assist the President and maintain financial records through the Executive Director of the AMEA.

ARTICLE IX - RULES OF ORDER

Roberts Rules of Order Revised shall be the parliamentary authority for AMEA