

**ALABAMA MUSIC EDUCATORS ASSOCIATION**  
**COLLEGIATE DIVISION CONSTITUTION**

**ARTICLE I—NAME AND AFFILIATION**

- Section I. This organization shall be known as the Collegiate Division of the Alabama Music Educators Association.
- Section II. This organization shall have an affiliated relationship with the Alabama Music Educators Association.

**ARTICLE II—GENERAL PROVISIONS**

- Section I. General Policies and Procedures. Any organizational procedures or obligations, either chapter or statewide, which are not specifically defined in these bylaws, shall be handled in accordance with established procedures as prescribed in appropriate organizational publications.
- Section II. Acronyms. The Alabama Music Educators Association shall hereafter be referred to as AMEA in this document. The Collegiate Music Educators National Conference will be referred to as CMENC.

**ARTICLE III—PURPOSE**

It shall be the purpose of this organization to:

- a. Make available opportunities for professional development to collegiate members.
- b. Acquaint members with the privileges and responsibilities of the music education profession.
- c. Provide opportunities for members to become acquainted with leaders in music education.
- d. Assist chapters in projects that further the interests of music and music education in our state.
- e. Provide leadership opportunities for members.

**ARTICLE IV—MEMBERSHIP**

- Section I. Membership shall be open to all members of CMENC chapters within the state of Alabama.
- Section II. Good standing. To be considered active and in good standing, a chapter must:
- a. Pay national dues by the national deadline.
  - b. Must submit a roster of its membership to the State Advisor and State Secretary by October 1 of each year.
  - c. Must have at least two chapter meetings each semester, fall and spring.
  - d. Must provide monthly correspondence with the Executive Council.
  - e. Must submit an annual report of its activities to the State Advisor by May 1 of each year.
- Section III. Inactive. A chapter shall be classified as inactive if it has not fulfilled all of the requirements listed above to be active and in good standing.
- Section IV. Dormant. A chapter shall be classified as dormant after remaining inactive for two years.
- Section V. Changing a chapter's status. A chapter classified as inactive or dormant may obtain good standing by contacting the Executive Council by October 1 to change status in the fall or February 1 to change status in the spring.

**ARTICLE V—EXECUTIVE COUNCIL**

- Section I. Officers. The Executive Council shall consist of three elected officers.
- a. President. The President shall preside over meetings of the Executive Board as well as business meetings of the AMEA Collegiate Division. The President will work with the Vice President to organize the annual Summit as well as to program clinics and clinicians for the annual AMEA In-Service Conference. It shall be the shared responsibility of the President and Vice President to establish contact, by written or spoken word, as well as personal visits, with chapters who are

dormant or inactive and to aid those chapters in becoming re-established. This responsibility shall be divided evenly according to geographic location.

- b. Vice President. The Vice President shall serve as the parliamentarian for both the Executive Council and the AMEA Collegiate Division. Additionally, the Vice President will work closely with the President in the planning of the annual statewide Summit and annual AMEA In-Service Conference clinics. It shall be the shared responsibility of the President and Vice President to establish contact, by written or spoken word, as well as personal visits, with chapters who are dormant or inactive and to aid those chapters in becoming re-established. This responsibility shall be divided evenly according to geographic location.
- c. Secretary. The Secretary shall serve as a liaison between the Executive Council and CMENC chapters. It shall be the responsibility of the Secretary to keep accurate records of each chapter's membership and activities. Additionally, the Secretary shall record minutes at all meetings of the Executive Council as well as meetings of the AMEA Collegiate Division.

Section II. Officer Duties. It is the duty of each and every officer to:

- a. Be aware of his/her responsibilities as stated in this Constitution before he/she takes office.
- b. Attend all meetings. If absence becomes repetitive, there will be cause for review by the remainder of the Executive Council and the State Advisor. This review may result in dismissal from office.
- c. Act as a liaison between local, state, and national levels of CMENC.
- d. Keep in close contact with the other members of the Executive Council and with the State Advisor.
- e. Contribute ideas for CMENC interest sessions at the annual AMEA In-Service Conference.
- f. Participate in the AMEA In-Service Conference and any other statewide CMENC functions (i.e. Spring Summit) that might take place during his/her term of office.

Section III. Term Length of Office. Each term of office commences immediately following elections, which are held each year at the annual AMEA In-Service Conference, and last one full year.

Section IV. Vacancies in Office.

- a. In the event of a vacancy in the office of President, the Vice-President shall assume the duties of President for the remainder of the term.
- b. In the event of a vacancy in the office of Vice-President or Secretary, the President shall appoint an individual who meets all eligibility requirements to fulfill the position for the remainder of the term.

## ARTICLE VI—NOMINATIONS AND ELECTIONS

Section I. Qualifications for Election. To be qualified to run for a position on the Executive Council, one must:

- a. Be able to fulfill a full term of office if elected.
- b. Have been a CMENC member in good standing for at least one full year prior to nomination.
- c. Have a cumulative GPA of at least 2.5 on a 4.0 scale. If an individual is planning to pursue election, he/she must bring proof of GPA to the business meeting during which elections will take place. In the event that an individual does not bring such a document, he/she may be allowed to pursue election; however, he/she will be required to present proper documentation to the State Advisor within five (5) business days of being elected.

Section II. Nominations.

- a. Nominations will be taken from the floor, with self-nominations accepted.
- b. Each nomination needs to receive a second from the floor in order to be considered complete.
- c. It must be kept in mind during nominations that no more than two members of the Executive Council shall be from the same chapter.

Section III. Elections.

- a. Elections are to be held during a scheduled business meeting, to take place during the annual AMEA In-Service Conference.

- b. A quorum (representatives from at least four chapters in good standing) must be present for elections to take place.
- c. Elections procedures shall follow Robert's Rules of Order:
  - 1. Offices will be filled one at a time, beginning with the office of President, and proceeding to Vice President and Secretary, respectively.
  - 2. Nominations will be taken from the floor.
  - 3. Each candidate will have the opportunity to present a short speech (no longer than five minutes in duration) to those in attendance.
  - 4. All candidates will then be asked to leave the room (leaving behind their completed ballots).
  - 5. Discussion for each candidate will proceed as follows: pro, con, con, pro, discussion. There shall be no rebuttals, and discussion cannot proceed without two pro comments.
  - 6. Voting shall be done by secret ballot. Ballots will be counted by all members of the current Executive Council who are not seeking re-election.

## ARTICLE VII—STATE ADVISOR

Section I. There shall be a State Advisor, appointed by the AMEA President, who shall be a member of MENC and shall serve as an ex officio member of the Executive Council.

- Section II. Responsibilities. The responsibilities of the State Advisor shall be to:
- a. Advise members about and stimulate interest in MENC and AMEA and explain the purposes and goals of the organization.
  - b. Provide guidance in the development and implementation of programs and activities.
  - c. Encourage chapter participation in state, divisional, and national meetings.
  - d. Serve as a liaison between the collegiate members of the state and national divisions.

## ARTICLE VIII—MEETINGS

- Section I. Meetings of the Executive Council.
- a. There shall be at least three regular meetings of the Executive Council per year.
  - b. Special meetings may be called by the President, provided that he/she gives notice to the other members of the Executive Council at least two weeks in advance.

- Section II. Meetings of the Collegiate Division of AMEA.
- a. There shall be a business meeting held each year during the annual AMEA In-Service Conference.
  - b. There shall be an annual Summit, to be held during the spring semester, which shall consist of a business meeting as well as one or more clinics for the professional development of those in attendance.
  - c. A quorum (representatives from at least four chapters in good standing) must be present at a business meeting in order for any votes and/or constitutional amendments to be considered valid.

## ARTICLE IX—COMMITTEES

The Collegiate Division of AMEA does not have any standing committees. However, the President shall have the power to appoint temporary committees and their chairpersons as necessary for the planning of events. The size of such committees is at the discretion of the Executive Council.

## ARTICLE X—FINANCES

## ARTICLE XI—AMENDMENTS TO THE CONSTITUTION

- Section I. Proposing a Constitutional Amendment.
- a. Constitutional amendments may be proposed by any member of the Collegiate Division of AMEA in good standing.

- b. Proposed Constitutional amendments must be received by the Executive Board at least five weeks prior to a business meeting in order to be considered.
- c. All active chapters shall receive a notice of proposed Constitutional amendments four weeks before the scheduled business meeting.

Section II. The Amendment Process.

- a. The Constitution may be amended at either of the annual business meetings or during any other statewide meeting in which a quorum is present.
- b. The Constitution may be amended by a two-thirds majority vote, done by secret ballot, of those present at such a business meeting.
- c. Constitutional amendments shall be made directly to the portion of the document that is affected by the change. Amendments shall not take the form of an article added to the end of the Constitution, as in the Constitution of the United States.