

University of Kansas
National Association for Music Education-Collegiate Chapter
CONSTITUTION

PREAMBLE

It is our desire to enjoy the associations, to share the responsibilities, and to increase our interest and knowledge in all areas of music education through the *National Association for Music Education* (NAfME).

ARTICLE I - Name and Affiliation

Section 1. This organization shall be known as the *University of Kansas National Association for Music Education-Collegiate Chapter*, hereafter referred to as KU NAfME-C.

Section 2. This organization shall have an affiliate relationship to the *National Association for Music Education*, hereafter referred to as NAfME, and the *Kansas Music Educators Association*, hereafter referred to as KMEA.

Section 3. This organization shall have an affiliate relationship to the *University of Kansas School of Music*.

ARTICLE II – Purpose

It shall be the purpose of this organization to:

- a. Make available to members opportunities for professional development.
- b. Acquaint students with the privileges and responsibilities of the music education profession.
- c. Provide for its members opportunities to become acquainted with leaders in the music education profession as gained from participation in programs and demonstrations, discussions, and performing groups planned by this organization.
- d. Provide opportunity for contacts with individual NAfME-C student members of this and other chapters.

ARTICLE III – Membership

Section 1. Members must be enrolled as students at the University of Kansas for at least one credit hour.

Section 2. KU NAfME-C Chapter dues shall be determined by the Executive Board together with the chapter advisor at the start of the Fall Semester.

Section 2.1 Dues paid before the end of the second full week of October will receive a 20% discount from the base amount. Dues paid between the second full week of November and Stop Day, as designated by the KU Academic Calendar, will incur a 20% late fee above the base amount. Failure to pay dues after Stop Day, will result in a termination of membership.

Section 3. Members must pay NAfME National dues prior to the start of the KMEA In-Service Workshop, hereafter referred to as the KMEA ISW, each year. Failure to pay national dues by February 1st will result in a termination of membership.

Section 3.1. Members must send documentation of payment of National dues to the Treasurer by February 1st.

Section 4. Any chapter member, upon satisfying the registration requirements, may attend the conventions of the NAfME-National and Division, and the KMEA ISW with all the rights and privileges of active membership except those of voting or holding office. They may participate in activities carried on by the KU NAfME-C chapter.

Section 5. Each member will receive the state student NAfME publications.

ARTICLE IV – Officers

Section 1. The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Publicist, and shall together make up the Executive Board.

Section 1.1. There shall be two liaisons appointed to the Executive Board by the President. Both liaisons will act as advisors to the Executive Board and shall represent the two disciplines of band, choir, and/or orchestra not represented by the President. They shall be considered voting members of the Executive Board.

Section 1.1.1. In the event that the President represents multiple disciplines, they shall determine the other disciplines to be represented at his/her discretion.

Section 1.1.2 In the event that no member is found to be suitable for the position, the chair will remain vacant until a suitable member is found.

Section 1.2. Any NAfME officer (President, Vice President, Secretary, Treasurer, Publicist) representing the state of Kansas that is a member of KU NAfME-C shall be considered an ex officio member of the Executive Board.

Section 2.1. Officers shall be chosen by a committee of departing officers and the chapter advisor through an application process during the spring semester. The committee will take into consideration the input and opinions of chapter members present at the candidate-interview meeting.

Section 2.2. Members who wish to submit their candidacy for office must complete an officer-application form. Members must submit the completed application form to the Executive Board at least one week prior to the candidate interview meeting.

Section 2.3. Members seeking candidacy for office who have submitted an application form must be interviewed by the membership during an interview meeting. Interview meetings shall be scheduled at the discretion of the Executive Board.

Section 2.4. Members seeking candidacy for the office of President must have served at least one semester on the Executive Board prior to taking office as President.

Section 2.4.1. In the event that no member meets the requirements of the office of President, a liaison that has served at least one semester may fill the role, or the committee of departing officers and chapter advisor may select a President as they see fit.

Section 2.5. At least two of the officers selected must have at least four (4) full semesters remaining as KU students prior to student teaching.

Section 3. Any candidate for office must have been a member of the KU NA/ME-C chapter for at least one-full semester prior to taking office.

Section 4. Officers must be registered University of Kansas students during their term in office. Students may not hold an office during their student-teaching internship.

Section 5. Each officer shall assume his/her office following the last chapter meeting of the spring semester and serve a one-year term.

Section 6. In case a vacancy occurs in the office of President, the Vice President shall assume the duties of that office for the remainder of the term of office. If a vacancy in the Vice Presidency occurs in the first semester of the year, the office shall be filled by appointment by the Executive Board. If a vacancy in the Vice Presidency occurs in the second semester of the year, the other officers will assume the responsibilities of the Vice President as directed by the President. If a vacancy occurs during the year in the offices of Secretary, Treasurer, or Public Relations Chair, the current officers and the adviser shall appoint a replacement. If a vacancy occurs in either of the liaison positions, a replacement from the same discipline (band, choir, or orchestra) shall be appointed by the President.

Section 7. The officers identified in Section 1 of this article shall be considered the KU NA/ME-C Executive Board, hereafter referred to as the Executive Board.

ARTICLE V - Duties of Officers

Section 1. It is the duty of the President to represent the organization, uphold the principles of the Constitution, organize regular business meetings of the Executive Board and preside at those meetings, oversee selection of new officers, appoint chapter liaisons pursuant to Article IV, Section 1.1, appoint committees subject to the approval of the Executive Board, facilitate KU NA/ME-C communications, report the chapter activities for publication in district, regional, state, and/or national periodicals, and attend all business meetings of the state NA/ME-C organization.

Section 2. It is the duty of the Vice President to preside in the absence of the President, assist the other officers in planning activities, attend state NA/ME-C business meetings as requested by the President, and chair any meeting as requested by the President. The Vice President shall assist in planning KCOMTEPS, the KMEA ISW, and other chapter activities as directed by the President. They will also oversee membership enrollment and attendance of the chapter, as well as chapter recruiting efforts.

Section 3. It is the duty of the Secretary to keep accurate records of meetings and other business. The Secretary also has the power to update the chapter website. The Secretary will collect and store minute reports for each Membership and

Executive Board meeting held. Membership-meeting reports should be posted on the KU NAfME-C website for the membership to access. A copy of the Executive Board report should be made available to the other members of the Executive Board. The Secretary will assist the other officers as necessary.

Section 4. It is the duty of the Treasurer to oversee the finances of the chapter, update the chapter on the financial status at the monthly meeting, and coordinate fundraisers to bring money into the chapter. The Treasurer shall also collect all chapter dues by the dates outlined in Article III, Section 2, proof of payment of National NAfME dues, as outlined in Article III, Section 3, and any other fees or payments to the chapter.

Section 5. It is the duty of the Public Relations Chair to coordinate and organize social events for the chapter. They will help communicate meeting details to the chapter. They will maintain the chapter social media accounts and the chapter website. The Social Chair will assist the Vice President in recruiting new members and planning recruitment events. The Public Relations Chair will lead the Executive Board or another group of KU NAfME-C members in updating the fifth-floor bulletin board prior to the first Membership meeting of each academic year.

Section 6. It is the duty of the liaison(s) to serve as advisors to the Executive Board. They will present opportunities for chapter events and Membership-meeting topics in his/her discipline to the Executive Board for consideration. They will assist the Vice President and Public Relations Chair in recruitment of students within his/her discipline.

ARTICLE VI – Recall

Section 1. All officers are subject to recall by a signed petition of at least 30% of the registered chapter members.

Section 2. Should a petition for recall occur, the other members of the Executive Board and the chapter advisor shall act on the petition. The officer in question shall be notified privately of the signed petition by the KU NAfME-C advisor. The membership shall vote on a representative to present the petition to the Executive Board on a date agreed upon by all parties. The representative must be a member of the KU NAfME-C Chapter in good standing. Excluding the officer in question, the Executive Board and advisor will meet with the representative to discuss the petition. The Executive Board then will meet with the officer in question to discuss the petition. The Executive Board, in collaboration with the advisor and void the officer in question, will make a binding decision based on the presented evidence from all parties.

Section 3. A recalled officer may appeal the judgment of the Executive Board to the KU NAfME-C advisor. The terms of the appeal remain at the discretion of the advisor. The advisor shall present the appeal to the Executive Board, where a final binding decision will be made.

ARTICLE VII - Executive Board

Section 1. The Executive Board shall assume responsibility to the membership for managing the KU NAfME-C organization and upholding its Constitution.

Section 2. The Executive Board shall consist of the officers of the organization and the choir, band, and/or orchestra liaisons. The advisor and any NAFME-C officer representing the state of Kansas shall serve as ex officio members of the Executive Board.

Section 3. The Executive Board shall have the power to make necessary decisions in all matters not specifically acted upon by the group.

Section 3.1. Official decisions made by the Executive Board that affect the membership of the chapter must be voted upon and passed by a majority vote of the Executive Board.

Section 3.2. In order for a vote to occur, a quorum of at least 2/3 of the voting membership of the Executive Board must be present.

Section 3.3. All proposed policy changes must be submitted to the Executive Board for review at least one (1) week prior to any vote.

Section 4. The Executive Board shall meet as necessary or as requested by any member of the Executive Board to plan future meetings and events.

ARTICLE VIII-- Finances

Section 1. The KU chapter of NAFME-C shall maintain a small business checking account and a business share savings account at Truity Credit Union within Lawrence, Kansas.

Section 1.1 The debit card shall be used to pay for KMEA-ISW expenses and registration, supplies for meetings, or other official business. The debit card must be checked out from the Sponsor. If deemed necessary, the sponsor may confiscate the debit card.

Section 1.2 The KU chapter of NAFME-C shall maintain an employer identification number (EIN) registered with the Department of the Treasury, Internal Revenue Service.

Section 1.2.1 This number shall be held by the Sponsor and the Treasurer.

Section 2. Only the Sponsor, President, and Treasurer shall have access to the Truity bank account. They are responsible for providing their names and signatures to the bank.

Section 3. The Truity Credit Union checkbook shall be used for reimbursing members of the organization and paying monies that cannot be paid with the debit card. The checks shall be signed by either the Sponsor, or the Treasurer and President.

Section 4. The Treasurer is in charge of creating a budget to guide annual financial activity.

Section 5. The Treasurer shall keep a ledger of all account actions, which includes credits and debits, for the school year and keep track of all of the proposed budgets for events.

Section 5.1 A receipt or proof of payment shall be required of every purchase or reimbursement, whether done through cash, check, or debit card.

Section 5.1.1 The Treasurer shall keep a check ledger recording the information for every check that is written from the Truity Credit Union bank account checkbook.

Section 5.2 There shall be a permanent record kept of all financial documents and transaction receipts. This includes all financial documents pertaining to the bank account, receipts, budgets, or other financial documents. Documents pertaining to the SOFAS account and the Truity Credit Union bank accounts must be kept until those accounts are closed. All other financial documents must be kept for at least 5 fiscal years.

Section 6. Based on the financial status of the KU NafME-C chapter, the Executive Board reserves the right to decide if chapter money can be used to help pay for costs of attendance (hotel fees, registration fees, etc) to the KMEA-ISW. Eligibility shall be based on a meeting requirement determined by the Executive Board.

ARTICLE IX – Membership Meetings

Section 1. There shall be at least one chapter membership meeting per month of the fall and spring semesters, with the exception of August. There shall be one meeting for the months of December and January.

Section 2. The Executive Board shall, at the beginning of each semester, determine the dates and times of meetings for each semester. This information will be disseminated and made available to the membership immediately following the Executive Board meeting.

Section 3. Additional meetings may be called at any other date as determined by the Executive Board and/or advisor.

Section 3.1. Any changes to the predetermined semester meeting schedule must be announced to the membership at least one week prior to the new meeting date.

Section 4. Members who attend at least two meetings between August and February, inclusively, of the specified academic year will qualify for the NafME-C registration rate at the KMEA ISW. Special cases will be decided by a majority vote of the Executive Board.

Section 5. In order for a vote to occur, there must be a quorum of at least 2/3 of the registered members present.

ARTICLE X – Sponsor

Section 1. There shall be a faculty advisor who shall be a member ex officio of the Executive Board.

ARTICLE XI – Amendments

Section 1. The Executive Board will review the Constitution each year. The President and Vice President will review the Constitution and propose amendments to the Executive Board if necessary. The Executive Board will be presented with the amendments proposed by the President and Vice President at least one week prior to the Executive Board meeting at which the amendments will be voted upon. The Executive Board will determine the amendments to be proposed to the chapter by majority vote. The chapter will be presented with the amendments proposed by the Executive Board at

least one week prior to the Membership meeting at which the amendments will be voted upon.

Section 2. This Constitution will become effective upon a majority vote by the membership.

Section 3. All deadlines will be communicated to the chapter at least two (2) weeks prior.

Section 4. Anonymous Policy. Officers or membership having a problem with another officer or chapter member shall report the incident either to the KU NA/ME-C President or chapter advisor. Complaints shall be made in an anonymous fashion: all names and specific positions shall be excluded. The President and/or chapter advisor then shall address the problem with the KU NA/ME-C Executive Board before making a decision.

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