

# **The Pennsylvania Music Educators Association**

## *District 12*

### *Constitution & Bylaws*

## **CONSTITUTION**

### **Article I** **NAME AND PURPOSE**

Section 1. NAME. The name of this organization shall be District 12 of the Pennsylvania Music Educators Association (PMEA).

Section 2. PURPOSE. The purpose of this organization shall be mutual helpfulness to music educators and students and the promotion of better school music as defined by the PMEA Constitution.

Section 3. AFFILIATION. This organization shall function as the District 12 affiliate of PMEA and the Music Educators National Conference (MENC).

Section 4. ORGANIZATION. This District shall include the counties of Chester, Delaware, and Philadelphia and consist of music educators in the public schools, parochial schools, private schools, and colleges in the district.

### **Article II** **MEMBERSHIP**

Section 1. MEMBERSHIP. Membership in District 12 will be consistent with the membership policies of PMEA.

### **Article III** **OFFICERS AND COMMITTEES**

Section 1. LEGISLATIVE POWER. The legislative power of this organization shall be vested in the membership and the Executive Board.

Section 2. OFFICERS. The elected officers of the district shall consist of a President, a First Vice-President who shall be President Elect, a Second Vice-President who shall be the Immediate Past President and the Curriculum/Instruction (C /I) State Representative. A Secretary/Treasurer shall be appointed by the Executive Board. Officers shall receive honoraria as approved by the Executive Board. (Presently: President-\$300.00; State C/I Chair-\$200.00; Secretary/Treasurer-\$200.00)

Section 3. EXECUTIVE BOARD. The Executive Board shall consist of the district officers, the C/I Representatives for High Education, High School, Middle School, and Elementary School, the Advocacy Chair, the Liaison to the Archdiocese, and the PCMEA (collegiate chapter) Representative.

Section 4. COMMITTEES. Standing and special committees of the organization shall be appointed by the President.

Section 5. ELECTIONS. The officers of this organization as described in Section 2 of this Article, with the exceptions of the C/I State Representative, shall be elected by mail ballot for a term of two years in even numbered years. The C/I Representatives as described in Section 3 of this Article shall be elected by mail ballot for a term of four years in odd numbered years. (Higher Education and Middle in 2001, 2005, 2009 etc. Senior High and Elementary in 1999, 2003, 2007 etc. )

#### **Article IV DUTIES OF THE OFFICERS**

Section 1. EXECUTIVE BOARD. This committee shall expedite all matters concerning the affairs of the district and shall make a report at each regular business meeting with recommendations for proper action.

Section 2. PRESIDENT. The President shall preside at all meetings of the district and the Executive Board, have authority to call special meetings, and shall appoint and be ex-officio member of all committees except as specified elsewhere in the Constitution. He/She shall see to it that all hosts of festivals in the district are fully informed as to the state requirements, regulations, and procedures, as set up in the State Constitution, Handbook and supplementary provisions. He/She shall perform all duties as set forth by PMEA.

Section 3. FIRST VICE-PRESIDENT. The First Vice-President shall perform the usual duties of his/her office, and in the case of the disability of the President, shall assume the duties of that office. He/She shall assist the President in securing hosts. He/She shall serve as Membership Chairperson of the district and work with the State Membership Chairperson. He/She shall perform all duties as set forth by PMEA.

Section 4. SECOND VICE-PRESIDENT. The Second Vice-President shall be the Immediate Past President. In case of disability of the President, he/she shall assume the duties of the First Vice-President. He/She shall serve as Chairperson of the Nominating Committee. He/She shall perform all duties as set forth by PMEA.

Section 5. SECRETARY/TREASURER. The Secretary/Treasurer shall keep all minutes and records of the district, and shall be the custodian of the funds of the district. He/She shall devise and keep such records as may be necessary for efficient conduct of the office. He/She shall process all district bills through the PMEA Executive Director. At the end

of each fiscal year, he/she shall prepare a detailed financial statement. The statement shall be published in the Fall Newsletter. He/She shall be bonded to the minimum of that amount sufficient to perform the duties of the office. He/She shall publish and distribute the Fall and Spring Newsletters. He/She shall perform all duties as set forth by PMEA.

Section 6. C/I STATE REPRESENTATIVE. The C/I State Representative shall perform all duties as set forth by the PMEA C/I Handbook.

## **Article V MEETINGS**

Section 1. GENERAL MEMBERSHIP MEETINGS. General membership meetings shall be held when necessary for the purpose of transacting the general business of the organization.

Section 2. REGULAR MEETINGS. Regular meetings of the association shall be held at each district festival and fest.

Section 3. QUORUM. Ten members (active) shall constitute a quorum.

Section 4. EXECUTIVE BOARD MEETINGS. The Executive Board shall meet at the call of the President or the joint request of not less than five members of the board.

## **Article VI GOVERNMENT**

Section 1. GOVERNMENT. The parliamentary principles set forth in Roberts Rules of Order shall govern in all cases not covered by this Constitution or Bylaws.

## **Article VII AMENDMENTS**

Section 1. AMENDMENTS. This Constitution may be amended by a majority vote of the membership, provided written notice has been sent out to the membership by the Secretary/Treasurer at least 30 days before voting. Balloting shall be conducted by mail. The Executive Board shall be responsible for the publication of proposed amendments.

# **BYLAWS**

## **Article I NOMINATION AND ELECTION OF OFFICERS**

Section 1. NOMINATING COMMITTEE. Two candidates for each office shall be nominated by a committee of four active members appointed by the Executive Board and the Second Vice-President. The Nominating Committee shall have the approval of the nominee.

Section 2. ELECTIONS. Elections shall take place as states in Constitution Article III, Section 5.

## **Article II DUES AND FEES**

Section 1. DUES AND FEES. Dues and fees for District 12 members will be consistent with the policies of PMEA.

Section 2. FESTIVAL FEES. Every student who accepts an invitation to participate in a festival of fest will be charged the prevailing district and state participation fee. This fee is to be collected by the festival/fest host as part of the student registration fee and the monies forwarded to the district secretary/treasurer.

Section 3. STATE FEES. Only prevailing state participation fees will be collected at Region festivals.

Section 4. EMERGENCY FUND. The Emergency Fund, which will be held in escrow, is to be used at the discretion of the Executive Board to reimburse festival/fest losses beyond those excused by action of the PMEA Executive Board in the event of an Emergency, and providing that sound budgeting practices have been followed. The amount of contribution to this fund will be \$100 from each festival host and \$50 from each fest host.

## **Article III ANNUAL MAILING**

Section 1. ANNUAL MAILING. A minimum of a Spring and Fall Newsletter shall be mailed to all members of District 12.

## **Article IV ACTIVITIES**

Section 1. FESTIVALS. Rules and regulations for all festivals shall be drawn up by a Festival Committee appointed by the President and presented to the Executive Board for adoption. When adopted, they shall become mandatory until a change is requested by the majority of participating schools. These rules and regulations shall be distributed by the Festival Audition Host to all members of the district involved with the festival. All festivals must operate under the rules set forth by PMEA. Festival Hosts and Audition Hosts shall receive honoraria as approved by the Executive Board. (presently: \$200 for Festival Host & \$100 for Audition Host)

Section 2. FESTS. Rules and regulations for all fests shall be in accordance with the policies set forth in the PMEA State C/I Handbook. Fest Hosts shall receive honoraria as approved by the Executive Board. (presently: \$100)

## **Article V AMENDMENTS**

Section 1. AMENDMENTS. Amendments to the Bylaws shall be made in the same manner as prescribed in Article VII of the constitution.