

CMEA CONSTITUTION

REVISED 2012

Article I – Name

This association shall be known as the Connecticut Music Educators Association, Inc., also designated as CMEA, a nonprofit organization incorporated in the State of Connecticut in 1948, and reincorporated as a non-profit organization in 1962. It shall function as an affiliated state unit of the National Association for Music Education.

Article II – Purpose

The purpose for which CMEA is organized and operated is exclusively literary and educational, as defined in Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The objective of CMEA shall be the advancement of music education. To achieve this objective, CMEA will endeavor (a) to conduct programs and activities to build a vital musical culture and an enlightened musical public for the benefit and the general welfare of all persons; (b) to ensure that every student shall have access in school to a balanced, comprehensive and high-quality program of music instruction; (c) to improve the quality of teaching, research and scholarship in music; (d) to promote the involvement of persons of all ages in learning music; (e) to foster the utilization of the most effective techniques and resources in music instruction; and (f) to facilitate the effective pre-service and in-service preparation of music teachers. In furtherance thereof, CMEA may hold conferences, symposia, and other meetings; publish journals, books and other publications; seek and accept grants and gifts; and enter into contracts. CMEA may conduct any and all other activities in accordance with its bylaws.

Article III – Membership

The conditions, terms, privileges, rights, and duties of membership shall be stated or provided for in the Bylaws of the Connecticut Music Educators Association.

Article IV – Government

The Executive Board shall be the legal representative of CMEA and as such shall have, hold, and administer all the property, funds, and affairs of the organization. Provisions for the regulation of the internal affairs of CMEA shall be provided for in its bylaws.

Article V – Elections

The manner of the election or appointment of the members of the Executive Board of CMEA shall be provided for in its bylaws.

Article VI – Disposition of Assets in Case of Dissolution

In the event of dissolution or termination of CMEA, the Executive Board shall, after payment of all of the liabilities of CMEA, dispose of all the assets of CMEA exclusively for the objectives of CMEA in such manner or to such organization or organizations organized exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United

States Internal Revenue Law) as the CMEA Executive Board shall determine. Any such assets not disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Article VII – Amendments

This Constitution may be altered or amended by an approving vote of two-thirds of those members who cast ballots electronically or by mail. Ballots and necessary supporting information shall be emailed or mailed by the CMEA Executive Director at least thirty (30) days prior to the close of voting to all members of record who are eligible to vote. Such closing date shall be designated by the Executive Board and printed on the ballots. Proposed amendments to this Constitution may be initiated by the Executive Board or by a petition signed by five percent (5%) of the membership.

CMEA BYLAWS

Bylaw I – Membership

Section 1. Active Membership. Active membership shall be open to persons engaged in music teaching or other music-related educational work in Connecticut. Each active member shall have the right to vote and to hold office. Each active member shall hold concurrent membership in NAFME. Each active member shall receive a subscription to the *Music Educators Journal* and a subscription to the *CMEA News*.

Section 2. Life Membership. Life membership shall be open to persons who are eligible for active membership. Life members shall have the same privileges as active members and shall be granted automatic memberships in such Societies and NAFME as they may designate. Each life member shall receive a subscription to the *Music Educators Journal* and a subscription to the *CMEA News*.

Section 3. Introductory Membership. Introductory membership shall be open to persons in their first year of full-time music teaching or other music related education work who were collegiate members during the preceding fiscal year. The membership shall be limited to one membership year. Introductory members shall have the same privileges as active members except the right to hold elective office. Each introductory member shall hold concurrent membership in NAFME. Each introductory member shall receive a subscription to the *Music Educators Journal* and a subscription to the *CMEA News*.

Section 4. Collegiate Membership. Collegiate membership shall be open to music students at the college or university level who are not employed full-time teachers. Collegiate members shall have the same privileges as active members except the right to vote or hold elective office. Each collegiate member shall receive a subscription to the *Music Educators Journal* and a subscription to the *CMEA News*.

Section 5. Retired Membership. Retired membership shall be open to former music educators who have retired from teaching or other music-related educational work and who have been members of NAFME for at least ten consecutive years prior to seeking retired membership status. Retired members shall have the same privileges as active members except the right to hold elective office with the exception of officers who have been elected prior to retirement. Each retired member shall hold concurrent membership in CMEA/NAfME. Each retired member shall receive a subscription to the *Music Educators Journal* and a subscription to the *CMEA News*.

Section 6. CMEA Retired membership. CMEA retired membership shall be open to any retired music educator who is interested in continuing a professional association through CMEA. CMEA retired membership shall provide the privilege of participation in all CMEA functions. CMEA retired members shall have the same privileges as active members except the right to vote or hold elective office. CMEA retired members shall receive the *CMEA News*.

Section 7. CMEA Associate Membership. CMEA associate membership shall be open to any person who does not qualify under Sections 1 through 6 of this Article but is interested in the advancement of music education. CMEA associate members shall be entitled to all privileges of active membership except the right to vote or hold elective office. CMEA associate members shall receive a subscription to the *CMEA News*.

Section 8. CMEA Institutional Membership. CMEA institutional membership shall be open to any firm engaged in the support of the advancement of music education in Connecticut. Firms holding institutional membership shall be listed in each issue of the *CMEA News* and the *CMEA Handbook*.

Section 9. CMEA Honorary Life Membership. CMEA honorary life membership has been conferred on individuals in recognition of distinguished service to music education in Connecticut. CMEA honorary life member shall be entitled to all the privileges of active membership in CMEA except the right to vote or hold elective office. Effective July 1, 1993 no additional CMEA honorary life memberships shall be conferred.

Bylaw II – Dues and Fees

Section 1. Amount of dues. The NAFME Executive Board shall set the amount of annual dues for national membership. The CMEA Executive Board shall set the amount of annual dues for state membership.

Section 2. All NAFME/CMEA annual dues are payable through NAFME. Annual dues for CMEA Retired, Associate and Institutional Memberships are payable to the CMEA Executive Director.

Section 3. All fees for receiving CMEA services or for participating in CMEA activities shall be set by the CMEA Executive Board.

Bylaw III – Government

Section 1. Officers. The officers of CMEA shall consist of a President, a President-Elect, the Immediate Past-President and the Executive Director. Each of whom shall serve for a two-year term. At the conclusion of the two-year term, the President-Elect shall serve as the President and the President shall serve as the Past President.

Bylaw IV. Duties of Officers.

Section 1. President. The President shall preside at all meetings and shall be responsible for the general administration of the duties of the chief executive of the Association. In the event of the President's incapacity or absence, the President's duties shall be performed by one of the Presidents. Priority of responsibility for functioning under such circumstances shall be in the following order; President-Elect, Immediate Past-President.

Section 2. President-Elect. The President-Elect shall succeed the President in that office. The President-Elect shall assume the duties of the President in the case of disability or absence of the President. The President-Elect shall perform such other duties as the President may designate.

Section 3. Immediate Past-President. The Immediate Past-President will serve as a liaison between the Executive Council and the Executive Board. The Immediate Past-President shall perform such other duties as the President may designate.

Section 4. Executive Director. The Executive Director shall keep an accurate record of all business meetings of the Association and of the Executive Council and shall conduct the official correspondence of the Association not falling within the specific province of the other officers. Any publication for the general membership must be approved by the President and the appropriate officer prior to distribution. The Executive Director shall maintain a file for forms and programs pertaining to all activities sponsored by the Association. The Executive Director shall be the custodian of all funds of the Association, shall attend meetings of the CMEA Executive Council and work closely with that group in an ex officio capacity, shall pay all bills which fall within the provision of the budget and others which are approved by the Executive Council, and shall present for publications to the Association a report which has been verified by a professional auditor. The Executive Director shall perform such other duties as the President or Executive Council may direct.

Section 5. Region Directors. Each Region shall elect a Director who shall serve as a member of the Executive Board for a two-year term. Northern and Southern

Directors shall be elected in odd numbered years; Eastern and Western Directors shall be elected in even-numbered years.

Section 6. Term of Office. All officers shall begin their terms on July 1 of the year in which they are elected.

Section 7. Elections. Elections of officers (with the exception of the Executive Director) shall take place electronically or by mail ballot. The Executive Director shall be responsible for the preparation and emailing of or printing and mailing of all ballots to members in good standing. Ballots shall be emailed or mailed at least thirty (30) days prior to an election date. All eligible voting members of CMEA shall receive the ballot for President-Elect. Ballots for election of Region Directors shall be sent to all eligible voting members of the individual region.

Section 8. Nominating Committee. The CMEA Nominating Committee shall consist of three members: President-Elect, who shall chair the Committee, the immediate Past President and one (1) former Past President. The committee shall solicit nominations for each office and then recommend a slate of candidates to the Executive Board for their approval.

Section 9. Vacancies. In the event of an officer not being able to complete his/her term of office, the President with the approval of the Executive Board shall be empowered to appoint a replacement.

Bylaw V – Appointed Positions

Section 1. Appointed Positions. Appointments to offices and committees in CMEA shall be made by the President subject to approval by the Executive Board. All persons must be members of MENC/CMEA. Terms of Appointments shall coincide with the term of the President.

Bylaw VI – Regions

Section 1. Regions. The State of Connecticut shall be divided into four Regions: Northern, Southern, Eastern and Western. The boundaries shall be determined by the Executive Board.

Section 2. Regional Organization. Each Region shall organize committees under its Region Director to manage activities sponsored by the Region. All matters pertaining to functions of the Region shall be governed by the general rules and policies set forth by the CMEA Executive Board.

Bylaw VII – Commission

Section 1. Student Affairs Commission. The Student Affairs Commission is responsible for administering those activities of CMEA which offer musical

opportunities for students who are being taught by CMEA members at participating schools.

Bylaw VIII – Executive Council

Section 1. General Duties. The Executive Council shall consist of the President, President-Elect, Immediate Past President, Executive Director, Student Affairs Chair, and Professional Development Chair. The Executive Council shall administer the business and educational affairs of the Association and shall have the responsibility for its general program of activities. It shall keep the members of the Association informed concerning business transacted. It also may recommend amendments to the Constitution and By-Laws, subject to the procedures established for amending same.

Bylaw IX – Executive Board

Section 1. Authority. Authority of management, policies and action of CMEA is vested in the Executive Board. As presiding officer of the Executive Board, the CMEA President is responsible for the leadership of CMEA.

Section 2. Membership. The Executive Board consists of the President, President-Elect, Immediate Past President, Executive Director, Region Directors (Northern, Southern, Eastern, Western), Student Affairs Commission Chair, Professional Development Chair, Advocacy Chair, Membership Chair, and the State CMENC Chair. With the exception of the Editor and the State Arts Consultant, all duly elected and appointed Executive Board members hold voting status.

Bylaw X – Meetings

Section 1. Meetings of the Association. The Annual Meeting of CMEA members shall be held at a time and place to be decided upon by the CMEA Executive Board. Other Association meetings may be held at the discretion of the Executive Board or upon the written request to the Executive Board of one-tenth of the membership.

Section 2. Meetings of the Executive Board. The Executive Board shall meet at the call of the President or upon request of four voting members.

Section 3. Meeting Forums. Meetings may be held electronically by the Executive Board, Student Affairs Commission or Professional Affairs Commission, or other CMEA committees, provided (a) all members of the committee have access to the meeting venue (i.e. *Go To Meeting* or other online forum), (b) all members can be heard and identified when speaking, and (3) a quorum is present for any possible vote.

Section 4. Quorums. A quorum of the Association membership general meeting shall consist of forty (40) active members. A quorum of the Executive Board shall

consist of five (5) of its voting members.

Section 5. Parliamentary Principles. Principles set forth in Robert's Rules of Order, current edition, shall govern all cases not covered by the Constitution or Bylaws.

Bylaw XI – Administrative, Fiscal and Membership Year

Section 1. The Administrative and Fiscal year shall be from July 1 to June 30. The Membership year, the annual period for which payment of membership dues shall be applied, shall be the same as for NAFME.

Bylaw XII – Funds

Section 1. MONIES RECEIVED. Any monies received from any source whatsoever shall be rendered to the Executive Director and properly receipted.

Section 2. DISBURSEMENT OF FUNDS. Funds of the Association shall be disbursed by the Executive Director in accordance with an annual budget adopted by the Executive Council.

Section 3. EXPENSES. Legitimate expenses, as authorized by the President, incurred by CMEA Executive Board members in the execution of their duties should be itemized and presented to the Executive Director for reimbursement.

Section 4. AUDITING OF FUNDS. A professional auditor shall be appointed to examine the various accounts of the Association at the completion of the fiscal year, and furnish a report. One copy is to be filed with the President and two copies in the Executive Director's Office. Immediately following the conclusion of the audit, results will be published in an issue of the *CMEA News*.

Bylaw XIII – Amendments

Section 1. Amendments. Amendments and revisions to the Bylaws shall be made in the same manner as prescribed in Article VII of the Constitution.

(rev. 2012)