

April 23, 2022 MMEA Board of Directors Report
MO NAFME-C Advisor

Since the MMEA In-Service, the Executive Board of the MO NAFME-C has been diligently working to revise, update, and reform the severely outdated Constitution and Bylaws for MO NAFME-C. Gary Brandes has been invaluable in this work, graciously extending his time as Advisor to assist the students in their efforts to update the election process. Over many edits and updates, we have finally come up with a document that will soon go to the MO NAFME-C Executive Board for official acceptance and approval and then to the wider NAFME-C membership for approval. We plan to get this document to the membership by May 1 and approved before the June 1 end of term for the current MO NAFME-C Exec Board. In an effort to be transparent, the document as it currently stands appears at the end of this report. Again, I cannot stress enough the assistance and advice Gary Brandes has generously given in this process.

As the revisions deal with elections and elections were not held at the 2022 In-Service, the same students have been currently serving on the MO NAFME-C Exec Board: Kaden Propps, President; Cooper Smith, Vice President of Programming; and Catherine Dean, Secretary. New to the leadership is Jessica Arnold, Vice President of Membership, and Gabby Moore, Webmaster. While the primary focus the MO NAFME-C Exec Board has been the Constitution and Bylaws there are many goals of the organization going forward that include more and clearer communication with NAFME-C chapter across the state and better transparency with material more readily available through the website, under the leadership of newly appointed Webmaster Gabby Moore.

I personally plan to find ways to foster this group working more closely with Tri-M not only in regards to advocacy as outlined in the Strategic Plan but also through the fall Leadership Summit. I hope that with greater communication on the state level between chapters and

transparency on the website, we can work towards making a better network for our pre-service teachers who will then become music educators in Missouri. Over the course of the summer, I would like to help the Webmaster put into place a way for MO NAFME-C chapters to post the details about their individual meetings (both scheduled dates and times but also topics) in a way that might make it possible for members at other institutions across the state to participate, especially when Zoom and virtual conferencing are readily available. Finally, I will support the students through this process of transition with the new changes to the structure and elections done by the current MO NAFME-C Exec Board on the Constitution and Bylaws.

Finally, I would like to again thank Gary Brandes for his work. I am also thankful for the opportunity to serve MMEA in this new capacity as MO NAFME-C Advisor.

In service,

Dorothy Glick Maglione
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MO NAFME-C Advisor

Missouri National Association for Music Education-Collegiate Constitution

February 2022

MO NAfME-C Executive Board Review and revision.
MO NAfME-C Executive Board Approval
MO NAfME-C Membership Approval

Article I – Name

This organization shall be known as the Missouri National Association for Music Educators-Collegiate, an organization hereafter designated as MO NAfME-C.

Article II – Purpose

MO NAfME-C is a professional membership for future music educators enrolled in a teacher preparation program seeking certification. MO NAfME-C will create and organize additional opportunities for professional development for future music educators.

Article III – Membership

Any regular matriculated college student, graduate or undergraduate, who is a member of an affiliated NAfME-C chapter in Missouri shall also be a member of the MO NAfME-C.

Article IV – Government

The governing body of the MO NAfME-C shall consist of the executive board and the state advisor.

Article V – Advisement

The President of Missouri Music Educators Association will appoint a state advisor. The advisor will serve in an ex-officio capacity to the executive board.

Article VI – Elections and Appointments

The governing body of the MO NAfME-C shall be determined by membership election or by appointment by the President should a vacancy occur. The process of election shall be provided for in the MO NAfME-C Bylaws.

Article VII – Amendments

This Constitution may be altered or amended by an approving vote of a simple majority of those members comprising a quorum at the annual Meeting of the Association.

Missouri National Association for Music Education-Collegiate Bylaws

Bylaw I – Affiliation

MO NAfME-C is an affiliate of Missouri Music Educators Association hereafter designated as MMEA. MMEA shall function as an affiliate of the National Association for Music Education (NAfME).

Bylaw II – Membership

Active membership shall be on a continuous annual basis. The Anniversary date of active membership shall be determined by the initial payment of membership dues. Membership in MO NAfME-C is concurrent with membership in NAfME Collegiate.

Bylaw III – Government

The elected officers of the organization shall be Vice-President of Programming/President-Elect and Vice-President of Membership. Following their term as Vice-President of Programming/President-Elect, that individual will serve as President. A secretary and webmaster are appointed by the President, if needed. These officers make up the Executive Board of MO NAfME-C along with the State Student Advisor who serves as an ex-officio member.

Section 1 – Officers and Duties

1.1 President

- 1.1.1 It is the duty of the President to preside at meetings of MO NAfME-C, represent the organization, uphold the principles of the constitution, and appoint committees as required, subject to approval of the Executive Board.
- 1.1.2 The President shall, with the help and advice of the State Student Advisor, arrange for a business meeting and a social activity for MO NAfME-C members at the MMEA In-Service.
- 1.1.3 The President is a member of the MMEA Executive Board and shall attend state board meetings.
- 1.1.4 They shall represent NAfME-C chapters of Missouri at the regional or national NAfME Conference during the year in office if approved by the MMEA Executive Board.
- 1.1.5 In the event the President is unable to go to the regional or national conference, the state Vice-President of Programming shall be eligible to attend.
- 1.1.6 Following their term in office as President, that individual may choose to serve on the MO NAfME-C Executive Board in the role of Immediate Past-President. During the term of Immediate Past-President, the individual is not required to be a college student as the individual may be a first-year teacher.

- 1.2 **Vice-President of Programming/President-Elect**
 - 1.2.1 It is the duty of the Vice-President of Programming to preside in the absence of or at the direction of the President.
 - 1.2.2 To plan for programming at the state MMEA In-Service and be responsible for contacting speakers and/or performers with the help and advice of the State Student Advisor.
 - 1.2.3 They shall preside at one or more MO NafME-C program meetings at the MMEA In-Service.
 - 1.2.4 To prepare a handout and posters of NafME-C programs to be given to NafME-C members attending the MMEA In-Service.
 - 1.2.5 Prepare and send letters of appreciation to all program participants at student meetings at the MMEA In-Service (if no secretary is appointed). This may include arranging payment of all bills for clinicians, if necessary.
 - 1.2.6 Following their term as Vice-President of Programming, that individual will serve as President.

- 1.3 **Vice President of Membership**
 - 1.3.1 It shall be the duty of the Vice-President of Membership to encourage membership in student chapters throughout the state by suggesting ways of recruiting and retaining members.
 - 1.3.2 Annually compiling a directory of student MO NafME-C chapters in the state including names of officers and faculty sponsors.
 - 1.3.3 Prepare for and assume responsibility for student NafME-C registration at the annual MMEA In-Service.

- 1.4 **Secretary**
 - 1.4.1 If the President or State Student Advisor appoint a secretary, it is their duty to keep accurate records of meetings of the MO NafME-C Executive Board.
 - 1.4.2 Minutes of each meeting are to be posted on the state website.
 - 1.4.3 Keep other records and perform secretarial duties as directed by the President.

- 1.5 **Webmaster**
 - 1.5.1 The Webmaster is a volunteer or appointed position by the President or State Student Advisor.
 - 1.5.2 It shall be the duty of the Webmaster to publish and edit any online affiliation with MO NafME-C.
 - 1.5.3 Any information online shall be reviewed by the State Student Advisor prior to posting for the membership.

Bylaw IV – State Student Advisory

State Student Advisor of MO NafME-C is appointed for a two-year term by the President of MMEA. The State Student Advisor is a non-voting member of the MMEA Executive Board and ex officio member of the MO NafME-C Executive Board.

Section 1 – Responsibilities and duties

- 1.1 Advise and stimulate interest in MO NAfME-C and explain the meaning and ideals of the organization.
- 1.2 Aid and advise in the planning and arrangements of programs and activities of MO NAfME-C.
- 1.3 Coordinate and oversee all activities of MO NAfME-C at the annual MMEA In-Service.
- 1.4 Collaborate with the MO NAfME-C President to write an article for the Missouri School Magazine (MSM) four times per year.
- 1.5 Attend bi-annual meeting of the Executive Board of MMEA.

Bylaw V – Meetings

Section 1 – Annual Meeting

- 1.1 There shall be an annual meeting of the general membership of this organization. This meeting shall be held during the Missouri Music Educators Association Annual In-Service.

Section 2 – Executive Board Meetings

- 2.1 The MO NAfME-C Executive Board shall meet 2 times per school year. These meetings will be used to prepare and organize the events and presentations for the Annual MMEA In-Service.
- 2.2 An official Board meeting requires that each Board member have written notice two weeks in advance.

Section 3 – Special Meetings

- 3.1 Special meetings may be called at any time as determined by the MO NAfME-C Executive Board.

Section 4 – Quorum

- 4.1 A quorum must be established with at least fifty percent plus one person at the MMEA In-Service in attendance before business can be transacted, motions made or passed, or elections held.

Bylaw VI – Elections

Section 1 – Procedures for the election of state Executive Board members.

- 1.1 State officers shall be elected during the general meeting at the annual MMEA In-Service and shall assume duties June 1.
- 1.2 No chapter shall have more than two officers elected to the state executive board.
- 1.3 Any candidate seeking office in the MO NAfME-C shall be a current NAfME-C member who has paid state/national dues.
- 1.4 They shall have been a member of an affiliated student chapter for at least one school year immediately prior to their nomination.

- 1.5 The candidate must anticipate being a student for the full academic year during which they are elected.
- 1.6 They must attend a meeting of new and outgoing MO NAFME-C officers and the State Student Advisor immediately after being elected.
- 1.7 Candidates for the office of President, Vice President of Programming, and Vice President of Membership must be enrolled as a music education major seeking certification.

Section 2 – Nominations

- 2.1 Each affiliated student chapter may nominate one candidate for any single office.
- 2.2 The slate of candidates will be determined by a written biography and responses to questions determined by the current executive board.
- 2.3 The State Advisor and the MMEA Tri-M Chair shall review these written responses. They will recommend two candidates for each office to be presented for election.
- 2.4 Nominations must be received by the Vice President of Membership by October.
- 2.5 The Vice President of Membership shall forward directions for written responses. All responses must be received by November 15 to be eligible for consideration.

Section 3 – Method of Voting

- 3.1 Election of the Executive Board shall be by secret ballot.
- 3.2 Each NAFME-C chapter in a Missouri College/University shall authorize two delegates with voting responsibilities.

Section 4 – Candidates for Election

- 4.1 Candidates must be present at the annual business meeting and must receive a simple majority of the votes cast for that office.
- 4.2 In case of a tie in the voting for any office, a coin will be flipped, with the candidate with the first alphabetical last name calling heads or tails. The winner of the coin toss will be declared the winner.

Section 5 – Term of Office

- 5.1 All Board members shall serve one-year terms but are eligible for re-election. However, no elected board member shall hold the same office for two consecutive terms.

Section 6 – Vacancies

- 6.1 In case a vacancy occurs in the office of President, the Vice-President of Programming shall assume the duties of that office for the remainder of the term of office.

- 6.2 Vacancies in any of the other offices shall be selected by the President and State Student Advisor from the remaining names of candidates submitted by the affiliated chapters at the most recent state meeting.
- 6.3 Attempts will be made to balance the new board in terms of geography, academic year, and other considerations. Any person appointed to fill the balance of a person's term shall be eligible for election to the same office during the next general election.

Bylaw VII – Finances

Section 1 – Dues

State dues for MO NAFME-C members in Missouri are set by the MO NAFME-C Executive Board in consultation with the MMEA Board of Directors.

Section 2 – Administration of funds

All funds are part of the MMEA finances and are administered by the MMEA Secretary/Treasurer. All requests for funds will be made to the MMEA Treasurer by the State Advisor.

Bylaw VIII – Procedure for amendments

This constitution may be amended at any regular meeting by a majority vote of the membership present, providing the proposed amendment shall have been submitted to the Executive Board at least four weeks prior to the annual meeting and that the proposed amendment has been sent to the president and chapter advisor of each university and college in Missouri where a chapter is active.

Section 1 – Who may amend the constitution

Any individual MO NAFME-C member may submit a proposed amendment to the Executive Board for consideration by the membership.

Bylaw IX – Rules of Order

Robert's Rules of Order (Revised) shall serve as the reference for parliamentary procedure for all meetings.

Last Revised March 31, 2022, GWB; March 24, 2022, CGD; April 15, 2022 DGM
Ratified:date.....??