

**NJMEA CONSTITUTION and BY-LAWS**  
**(Revised 2012)**

**ARTICLE I- Name**

This organization shall be known as the New Jersey Music Educators Association (hereafter written as NJMEA), a federated State Unit of the National Association for Music Education, known as NAFME an affiliate of the National Education Association and the New Jersey Education Association. It is incorporated as a nonprofit independent corporation under Title 15, Sections 1-12 of the Revised Statutes of the State of New Jersey. The NJMEA is exempt from Federal Income Tax under Internal Revenue code 501 (c) (3).

**ARTICLE II - Purpose**

The purpose of this organization shall be to further all phases of music education, sponsor appropriate projects and activities, assist in the establishment of standards of music teaching and certification, and maintain communication with the members through *TEMPO* (the official magazine) and other professional magazines.

**ARTICLE III - Membership**

**Section I - Active Membership**

Active membership shall be open to all persons engaged in music education. Upon payment of the prescribed dues active membership shall provide the privileges of participation in the activities of the organization, including the right to vote and hold office. Active members shall receive copies of *TEMPO* and the official MENC publications.

**Section II-Retired Membership**

Retired membership shall be open to all former music educators who have retired from positions in music education. Upon payment of the prescribed dues retired members shall have all the privileges of active membership excepting the right of holding office.

**Section III - Student Membership**

Any student regularly enrolled in an accredited college or university in the State of New Jersey, who is not employed as a full-time teacher, may become a student member of the Association upon payment of the prescribed dues. Student members shall have all the privileges of active membership, excepting the right to vote and hold office. In accordance with the agreement of NJMEA, student members of the Association are also student chapter members of NAFME.

**Section IV - Honorary Life Membership**

Honorary Life Membership may be bestowed upon members who, in the opinion of the Board of Directors, have given unique and noteworthy service to music education in the state. There shall be no state dues for an Honorary Life Member in the NJMEA.

**ARTICLE IV - Government**

**Section 1 - Officers**

The officers of NJMEA shall be President, Immediate Past President **and** President-Elect. Those officers shall be elected for a term of two years.

**Section 2 – Executive Secretary-Treasurer**

The Executive Secretary-Treasurer shall be appointed by the President with the approval of the Executive Committee and the Board of Directors.

**Section 3 - Executive Committee**

The Executive Committee shall consist of the officers named in Article IV, Section 1, plus the presidents of Region I, II and III/ vocal and III/instrumental. Executive committee members shall be elected for a two year term, concurrent with the terms of the officers. Members of the Executive Committee may hold only one (1) office on that board.

**Section 4-Board of Directors**

The Board of Directors shall consist of the officers named in Article IV, Section 1, the Executive Committee members named in Article IV, Section 2, and **16** additional directors appointed by the President with the approval of the Executive Committee. These directors, representing each Region, shall serve two year terms.

**Section 5 -Committees**

The President shall appoint other chairpersons and committees as necessary.

**Section 6-Elections**

Elections of officers for Election for President-Elect of NJMEA shall take place electronically in the spring of every other year. The nominating committee, appointed by the President, shall include two representatives from each region, the Past President, and the President-Elect. In addition to the nominating committee, any active member may nominate an active member for candidacy. All outside nominations must be received by the Executive Secretary by October 15, who shall then forward them to the nominating committee. The nominating committee will present a list of no more than two candidates per office to the Board of Directors at the December board meeting. This list will be published in the March issue of *TEMPO*. A majority of votes cast shall elect a candidate. The term of office shall begin on July 1 following the election.

**Section 7 - Campaigning**

NJMEA opposes organized campaigning or solicitation of funds for campaigning for an elected office. A violation of this guideline may result in disqualification of a candidate.

## **Section 8 - Vacancy**

A person shall be appointed by the President upon approval of the Executive Committee.

## **ARTICLE V - Meetings**

### **Section 1 - Annual Meeting**

There will be an annual meeting of the general membership of NJMEA. This meeting will be announced one month in advance to the membership.

### **Section 2 - Executive Committee Meetings**

Meetings shall be held during the school year at times and places which are in the best interest of the NJMEA. The Executive Committee is empowered to make emergency decisions whenever necessary.

### **Section 3 - Board of Directors Meetings**

Meetings shall be held during the school year at times and places which are in the best interest of the Board of Directors. A quorum, defined as more than half of the Board of Directors, shall be required for the transaction of business.

## **ARTICLE VI - Amendments**

The Constitution may be amended by an approved vote of two thirds of those active members who cast ballots **electronically** providing proper notification of said amendment has been made either by publication in *TEMPO* or by special notice mailed to the active membership.

## **By-Laws**

### **ARTICLE I - Duties of Officers**

#### **Section 1 - President**

The President shall preside at all meetings and be responsible for the general administration of the duties of the chief executive office of NJMEA.

The President shall, during his/her term of office, serve as the official representative of the New Jersey Unit of the National Association for Music Education in accordance with Article IV, Section 4 & 5 of the NAFME constitution.

#### **Section 2 - Immediate Past President**

The Immediate Past President shall serve as advisor to the President, Supervisor of Performing Groups, and shall have such other duties as may be assigned by the President.

#### **Section 3 - President-Elect**

The President-Elect shall assume the duties of the President in case of the disability or absence of the President. The President-Elect may assume other duties as assigned by the President.

## **Section 4 – Executive Secretary-Treasurer**

The position of Executive Secretary-Treasurer is a two-year position appointed by the President with the approval of the Executive Board.

The Executive Secretary-Treasurer shall record all minutes of official meetings and keep all official records. He/She shall be responsible for the payment of bills and official obligations of the Association and shall sign all checks drawn on funds of the Association; for the receipt of membership dues and presentation of a financial report to the general membership. The Executive Secretary-Treasurer may audit biennial meetings of the State Presidents National Assembly and assist the President in preparation of an annual budget.

The Executive Secretary-Treasurer should be bonded at the expense of the Association in the amount of the probable limits of the treasury. An honorarium shall be given annually by the Board of Directors for the fulfillment of these duties.

The Executive Secretary-Treasurer shall be directly responsible to the President of the Association.

## **Section 5 - Executive Committee**

The Executive Committee shall administer the business of NJMEA and shall have responsibility for its general program of activities. In addition, the Region Presidents will serve as the official line of communication between the state and the region affiliated activities. Each member of the Executive Committee shall receive one vote with the exception of the Region III Presidents (choral/instrumental), each of whom will have .5 vote.

## **Section 6 - Board of Directors**

The Board of Directors shall administer the educational and musical programs of NJMEA according to the Constitution and By-Laws. Each director designated as chairperson for a specific program shall report to the President.

## **ARTICLE II - Regions Defined**

To carry out the requirements of the Constitution and By-Laws, the state has been divided in three regions:

Region I - (North Jersey)

Counties of Bergen, Hudson, Essex, Morris, Passaic, Sussex and Warren

Region II -(Central Jersey)

Counties of Union, Somerset, Mercer, Hunterdon, Monmouth, Middlesex

Region III -(South Jersey)

Counties of Ocean, Burlington, Camden, Gloucester, Salem, Cape May, Atlantic, and Cumberland

## **ARTICLE III - Funds**

### **Section 1 - Dues**

All dues shall be paid by the member to NAFME. The state portion of the dues may be raised \$2.00 annually without a ballot of the membership. A membership list will be periodically sent to NJMEA by NAFME.

### **Section 2 - Monies received**

Any monies received from any source whatsoever shall be rendered to the Executive Secretary-Treasurer and properly received. A complete financial report will be submitted to the Board of Directors within thirty days of completion of an activity.

### **Section 3 - Disbursement of Funds**

Funds of NJMEA shall be disbursed by the Executive Secretary-Treasurer in accordance with an annual budget adopted by the Executive Committee. Bills submitted with the proper voucher and receipts will be reviewed and approved for payment monthly by the Executive Committee.

### **Section 4 - Audit**

A monthly statement will be presented at each meeting of the Executive Committee and the Board of Directors. At the Summer Reorganizational meeting, a complete statement covering activity of all separate funds for the fiscal year ending on June 30th will be presented. An appointed committee of three (not to include the President or Executive Secretary-Treasurer) shall audit the accounts and present the Audit report to the Board at the September meeting. A reckoning shall be submitted to the accountant that will be sent to the Internal Revenue Service before November 15th.

## **ARTICLE IV - Publications**

### **Section 1 - TEMPO**

TEMPO (ISSN 0040-3016) is the official publication of the New Jersey Music Educators Association. It is published four times during the school year. Advertising revenue is collected and bills are paid by the Treasurer of NJMEA. The Editor of TEMPO is appointed each year by the President with the approval of the Board of Directors and holds a non-voting position on the Board of Directors.

## **ARTICLE V -Limitation of Responsibility of Elected Officers**

No member of the Board of Directors of NJMEA shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits or litigations which may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and By-Laws of the NJMEA.

## **ARTICLE VI - Fiscal Administrative and Membership Year**

The fiscal and administrative year shall be from July 1 through June 30. Membership is for a twelve month period after dues are received at the National Office of NAFME.

## **ARTICLE VII - Student Eligibility**

### **Section 1 - Student Rules**

The following rules shall govern the eligibility of students to audition for membership in the All-State Performing Organizations sponsored by this association.

- a. A student must be a faithful member of the corresponding school musical performing organization, and must receive the endorsement of the director of that group. The student must remain an active member in good standing of the school performing group throughout the All-State experience.
- b. If the school does not have a corresponding organization, the student may qualify for the All-State organization providing he/she receives the endorsement of a music teacher who is a member of NAFME.
- c. The student must secure the endorsement of his/her parent/guardian and school principal. An instrumental student also must receive the endorsement of the Region President. All students must pay the required fee prior to the audition.

### **Section 2 - Teacher Requirements**

The student's eligibility is further dependent upon the fulfillment of the following requirements by his/her music teacher:

- a. The teacher is a member of NAFME.
- b. The teacher will attend auditions and serve as an adjudicator, supervisor, or as assigned by the audition chairperson. The only acceptable substitute in this category shall be a teacher who is an NAFME member, with the prior consent of the audition chairperson.
- c. All members of the Board of Directors are exempt from sub-section "b" above.

## **ARTICLE VIII - Rules of Order**

Robert's Rules of Order shall govern all business meetings of the NJMEA.

## **ARTICLE IX - Amendments**

The By-Laws may be altered or amended in the same manner as that provided in the Constitution, Article VI.

## **ARTICLE X - Dissolution Statement**

Upon the dissolution of the corporation, the Board of Directors shall, after payment of all liabilities, dispose of all assets of the Corporation exclusively for the purposes and in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify for exemption under section 501 (c) (3) of the Internal Revenue Code of 1954.