

# CONSTITUTION AND BY-LAWS

## *Idaho Music Educators Association*

### Current Version, January 2017

## CONSTITUTION

### ARTICLE I — NAME, MISSION, AFFILIATION, RELATIONSHIP

**Section 1. Name.** The name of this organization shall be the Idaho Music Educators Association (IMEA).

**Section 2. Mission.** The mission of the Idaho Music Educators Association is to promote and advance Music Education in all Idaho schools, to foster personal and professional growth of music educators, and to standardize and enhance musical opportunities for all students throughout the state.

**Section 3. Affiliation.** This Association shall function as a federated state unit of NAFME: The National Association for Music Education, and function as a state unit of the NAFME Northwest Division.

**Section 4. Relationships.** This Association shall have a functioning relationship with other affiliated state music Associations, with the Idaho High School Activities Association (IHSAA), and with other Associations whose interest include the welfare and promotion of music education.

### ARTICLE II — MEMBERSHIP

**Section 1. Active Membership.** Upon payment of the prescribed dues, this membership conveys all rights and privileges of active membership in NAFME, the Northwest Division, and IMEA to any person actively engaged in music teaching or other music activities. It includes the right to attend meetings, vote, hold office, and receive subscriptions to regular NAFME & IMEA magazine publications.

**Section 2. Associate Membership.** Any person not qualified under section 1 of this article, but who is interested in the cause of music education, may become an associate member, upon payment of the regular annual dues, with all privileges of active membership except the right to vote and to hold office.

**Section 3. Collegiate Membership.** Collegiate chapter membership shall be open to students of music at the college level who are not employed as teachers. Collegiate members shall be admitted to state, division, and national meetings upon compliance with registration requirements and shall receive all privileges of active membership except the right to vote and to hold office.

**Section 4. Institutional Membership.** Any firm, institution, school or club desiring to contribute to the support of this Association may become an institutional member upon payment of the prescribed dues, with all the rights and privileges of active membership except the right to vote and to hold office.

**Section 5. Retired Membership.** Any former NAFME member who has retired from the field of music education may become a retired member of IMEA upon payment of the prescribed dues with all privileges of active membership.

### ARTICLE III — DUES

**Section 1. Active membership dues.** Dues for active membership shall be those prescribed for active membership in the NAFME and those dues prescribed for active membership in the IMEA. The amount of dues belonging to the IMEA shall be determined by the active members of the Association upon recommendation by the IMEA Executive Board. However, the IMEA Executive Board shall be empowered to increase or decrease the dues belonging to the IMEA in an amount not exceeding \$1.00 annually without a vote of

the active members.

**Section 2. Associate membership dues.** Dues for associate members shall be as determined by the IMEA Executive Board.

**Section 3. Collegiate membership dues.** Dues for collegiate members shall be the prescribed collegiate membership dues in the NAFME and the IMEA. The amount of dues belonging to the IMEA shall be determined by the IMEA Executive Board.

**Section 4. Institutional membership dues.** Dues for institutional members shall be as determined by the IMEA Executive Board.

**Section 5. Retired membership dues.** Dues for retired members shall be those prescribed for retired membership in the NAFME and the IMEA. The amount of dues belonging to the IMEA shall be determined by the IMEA Executive Board.

### ARTICLE IV — STATE OFFICERS AND EXECUTIVE BOARD

**Section 1. State Officers.** The officers of the IMEA shall be a president, a vice-president (who shall be the immediate past-president), a president-elect and a secretary-treasurer.

**Section 2. Executive Board.** The Executive Board shall consist of the elected state officers, the presidents of the existing districts, and the representative of the IMEA on the IHSAA Executive Board, who, if he/she is not already an official member of the IMEA Executive Board at the time of his/her election, thereby automatically becomes a member ex-officio of said board. All members of the Executive Board must have the qualifications required for active membership in IMEA and NAFME.

**Section 3. Terms of Office.** Terms of office for the IMEA officers shall be for two years beginning July 1 following their election. District presidents shall serve as members of the IMEA Executive Board for the biennial period of their incumbency as district presidents.

### ARTICLE V — STATE ELECTIONS

**Section 1. Nominations.** The Executive Board shall act as the nominating committee and shall present nominations for state officers at the biennial conference meeting on the even-numbered years. Nominations may be made from the floor at the general business meeting.

**Section 2. Balloting.** State officers shall be elected by active membership in the IMEA by either mail ballot or secure online balloting at the official IMEA website. Voting shall be completed by May 15 of the election year. IMEA members may request a mail ballot from the secretary-treasurer.

**Section 3. Validation of Election.** A committee shall be appointed by the president, subject to the approval of the Executive Board, for the purpose of verifying and validating the online and mail-in balloting.

**Section 4. Plurality.** A simple plurality shall constitute election.

### ARTICLE VI — STATE MEETINGS

**Section 1. General Business Meetings.** A general business meeting shall be held in conjunction with the biennial conference and at such times as shall be designated by the Executive Board.

**Section 2. Quorum.** A quorum for the transaction of business at a general business meeting shall consist of twenty-five per cent (25%) of the total active membership.

**Section 3. Executive Board Meetings.** The Executive Board shall meet annually in the fall. This meeting shall precede the fall

meeting of the Idaho High School Activities Association's Executive Board. Additional meetings shall be held during the IMEA biennial conference, the Northwest Division conference, and at such other times as and if conditions may demand.

**Section 4. Executive Board Quorum.** A quorum for the transaction of business at a meeting of the Executive Board shall consist of six (6) members. The vote of a majority of a quorum shall constitute effective action by the Executive Board.

## ARTICLE VII — DISTRICT GOVERNMENT

**Section 1. Annual Meeting.** A regular annual district music educators meeting will be held as scheduled by the District Executive Board.

**Section 2. Additional Meetings.** Additional meetings may be called at the discretion of the district president.

**Section 3. District Officers and Executive Board.** District officers shall be a president, a vice-president, and a secretary-treasurer, and shall constitute the minimum district executive board. The district executive board may include three additional elected members-at-large.

**Section 4. Time of Election and Terms of Office.** The president, the vice-president and the secretary-treasurer shall be elected for a two-year term at the regular annual meeting in the odd-numbered years in the odd-numbered districts, and in the even-numbered years in the even-numbered districts.

**Section 5. Members-at-Large.** An executive board member-at-large shall serve three years. One member shall be elected each year at the regular annual meeting.

**Section 6. Electors.** Voting on all matters within the district shall be open to members in good standing of the IMEA-NAfME residing in the district, except that on matters concerning interscholastic music activities under the jurisdiction of the IHSAA, the electors must be music teachers or music supervisors in schools belonging to the IHSAA.

**Section 7. Honorary Board Member.** An administrator within the district may be chosen by the executive board to serve a two-year term as an honorary member of the executive board and shall serve in an advisory capacity.

**Section 8. Quorum.** A quorum in the district unit shall consist of one-third (1/3) of the members of the district. The vote of the majority of a quorum shall constitute effective action by the district unit.

**Section 9. Qualifications.** The district officers shall be active members of the IMEA and the NAfME.

## ARTICLE VIII — PERSONAL LIABILITY

**Section 1.** No individual member of the Executive Board, no individual member of the Association, or officer, shall be personally liable for any authorized act or action of the Association.

## ARTICLE IX — DISPOSITION OF ASSETS IN CASE OF DISBANDMENT

**Section 1.** In the event of the disbandment or dissolution of the IMEA and the liquidation of its physical and financial assets, all funds remaining after the payment of the legitimate bills, and all accrued legal costs and financial obligation, including salaries of any employees and expense allowances of officers, shall be transferred to the NAfME, unless other disposition of such funds or assets shall be directed by legal action or the membership upon recommendation of the Executive Board. It is expressly stipulated that in the event of liquidation, funds of the IMEA remaining in the treasury after all financial obligation have been taken care of, shall be utilized only for purposes of furtherance of education in the United States, or some similar related objective which shall be in keeping with the purposes of the organization and of its parent

organization, NAfME.

## ARTICLE X — AMENDMENT

**Section 1.** The constitution may be amended by an approving vote of two-thirds of the active membership of the Association in the case of a mail vote; or, by an approving vote of two-thirds of the active membership of the Association voting in an official meeting of the Association, provided that a total vote of at least forty-five per cent (45%) of the active membership of the Association is cast; provided that notice of such proposed amendment shall have been made known to the membership not less than thirty (30) days prior to the time of voting.

**Section 2.** Amendments to this constitution may be initiated by the Executive Board, or by a petition signed by ten (10) active members of the IMEA. Proposed amendments shall be in the hands of the secretary at least sixty (60) days prior to the time of voting. Amendments may not be initiated which are in conflict with the constitution of NAfME.

## BY-LAWS

### ARTICLE I — DUTIES OF OFFICERS

**Section 1. President.** The president shall preside at all meetings of the IMEA and at all meetings of the IMEA Executive Board; shall have the power to appoint committees not otherwise provided for in the constitution and by-laws; shall have the power, in an emergency, to make temporary rulings, until a meeting of the board can be called or an expression of opinion otherwise obtained from it; shall, in consultation with the Executive Board, prepare the program of the annual meeting of the IMEA, and shall perform all duties pertaining to his office.

**Section 2. Vice-President.** The vice-president (who shall be the immediate past president), shall serve as an advisor to the president, and shall have such other duties as may be assigned by the president or the Executive Board.

**Section 3. President-Elect.** The president-elect shall assume the duties of the president in case of the disability or absence of the president. Should the office of the president become vacant, the president-elect shall automatically succeed to that office for the unexpired term. The president-elect shall have such other duties as may be assigned by the president or the Executive Board.

**Section 4. Secretary-Treasurer.** The Secretary-Treasurer shall record and keep the minutes of the Association and of the Executive Board, shall oversee and assist in the handling of the funds of the Association by the IMEA Executive Director, and shall assist in registration at other IMEA activities. The Secretary-Treasurer shall keep and maintain the current list of members of the Association. The Secretary-Treasurer may be delegated other duties by the president or Executive Board.

**Section 5. Executive Board.** The Executive Board shall have general powers of administration of the affairs of the Association, with authority to act and enact legislation except as contrary to the constitution and by-laws. All activities of the Association, such as state groups, clinics, workshops, competition-festivals, conferences, etc., shall be under the supervision of the Executive Board. Unexpired terms of state officers on the Executive Board shall be filled by the president with the approval of the majority of the remaining members of said board.

**Section 6. Executive Director.** An IMEA Executive Director may be hired by the Executive Board to handle the business and financial affairs of the Association. The Executive Director shall manage the funds of the Association; shall present an account of all moneys received and disbursed at each annual fall meeting of the Executive Board; shall deposit the funds of the Association in a depository approved by the Executive Board; and shall make

regular reports of Association business to the Secretary/Treasurer. All disbursements made by the Executive Director shall be approved by the president. The Executive Director shall collect all moneys due to and record all disbursements of the IMEA activities and projects.

## **ARTICLE II — ALL-STATE PERFORMING GROUPS COMMITTEE**

**Section 1. Members.** The all-state performing groups committee, appointed by the president and approved by the Executive Board, shall be composed of the chairpersons of the all-state band(s), orchestra(s), choir(s), and the All-State Manager

**Section 2. Term of Office.** The term of office for members of the All-State Performing Groups committee shall be two years. They shall be appointed, and notified, preceding the annual fall meeting of the Executive Board.

**Section 3. Duties.** This committee shall be responsible for the general organization and performances of the All-State performing groups (all-state band(s), orchestra(s), and choir(s) , in connection with the annual IMEA conference.

**Section 4. Meetings.** The All-State Performing Groups committee shall meet in conjunction with the annual fall meeting of the Executive Board, and at such other times as is necessary to fulfill their duties.

**Section 5. Relationship to the Executive Board.** Members of the All-State Performing Groups Committee shall be honorary members of the IMEA Executive Board. They shall not be allowed to make motions or vote, but shall act in an advisory capacity. An official member of the Executive Board may be appointed to the All-State Performing Groups committee.

## **ARTICLE III — IMEA REPRESENTATIVE TO THE IHSAA BOARD**

**Section 1.** The representative of the IMEA on the IHSAA Board of Control shall be elected by the IMEA Executive Board. The term of office shall be for three years. In case said representative is not already an official member of the IMEA Executive Board at the time of his/her election he/she thereby automatically becomes a member ex-officio of said board.

## **ARTICLE IV — HIGHER EDUCATION REPRESENTATIVE**

**Section 1.** A representative of Idaho institutions of higher learning may be invited to serve as an honorary member of the IMEA Executive Board but shall not be allowed to make motions or vote and shall serve in an advisory capacity.

## **ARTICLE V — COMMITTEES**

**Section 1.** The president shall appoint committees to serve during his/her administration or for such shorter periods as may be necessary.

## **ARTICLE VI — PARLIAMENTARY PROCEDURE**

**Section 1.** Robert's Rules of Order, Revised, shall govern the conduct of all business meetings.

## **ARTICLE VII — ASSISTANTS TO OFFICERS**

**Section 1.** The president of the Executive Board may appoint assistants to the state officers for a designated time when necessary.

## **ARTICLE VIII — AMENDMENTS**

**Section 1.** The by-laws may be altered or amended by an

approving vote of a majority of the active membership of the Association in the case of a mail vote; or by an approving vote of the majority voting at an official meeting of the Association provided that a total vote of at least forty-five per cent (45%) of the active membership of the Association is cast.

[Updated by membership vote, January 31, 2017]

# CONSTITUTION AND BY-LAWS

## *Idaho Music Educators Association*

### Current Version, October 2011

[References to MENC changed to NAfME; IRS language inserted; MSC at Fall Board Meeting, October 10, 2011]

IMEA Board, October 2011

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President

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President-Elect

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Past-President

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Secretary

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President, District I

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President, District II

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President, District III

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President, District IV

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President, District V

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President, District VI

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President, Gem State