



# The Bylaws of Florida Collegiate MENC

## *A Component Organization of the Florida Music Educators Association*

### **Article I – Organization & Affiliation**

The Organization exists as a component organization of the Florida Music Educators Association (FMEA) as provided for in Article II, Section 2 of the FMEA Bylaws. It also exists in the capacity of the state collegiate chapter of MENC: The National Association for Music Education for the state of Florida.

### **Article II – Membership**

#### *Section 1. Active Membership*

All currently enrolled college students who are active members of MENC Collegiate and of the Florida Music Educators Association are considered active members of the Organization. Membership in the Organization is in accordance with rules and guidelines established by MENC Collegiate.

#### *Section 2. Dues*

All active members must pay annual dues to FMEA and MENC at the time of registration. No separate or additional dues will be collected by the Organization itself. Individual school chapters may require chapter dues according to their policies.

#### *Section 3. Term of Membership*

A term of active membership in the Organization lasts from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

#### *Section 4. Privileges*

Membership in the Organization grants the right to vote in General Business meetings, run for elected office, apply for appointed office, attend state conventions and clinics for both FMEA and FCMENC, and all other specific privileges granted by and associated with FMEA or MENC.

### **Article III – Executive Board**

#### *Section 1. Constituency*

The Executive Board consists of elected and appointed officers and chairpersons that are charged with the responsibility of executing business on behalf of the Organization and managing the internal affairs of the Organization, to include establishing policy and regulation.

#### *Section 2. Eligibility*

To serve on the Executive Board, one must be an enrolled music major at an institution of higher learning in Florida, and must still be an active enrolled student for the duration of their entire term of office. In the case where the Immediate Past President graduates during their term of office, he or she may serve in their office until graduation, and then serve in an advisory, non-voting role on the executive board until the end of the January convention.

#### *Section 3. Elected Officers*

The officers of this organization elected by the general membership are the President-Elect, Secretary, Treasurer, and Parliamentarian/Historian.

#### *Section 4. Presidential Succession*

The President-Elect will serve a one-year term, and will then succeed to a one-year term as President, followed by a one-year term as Immediate Past President.

#### *Section 5. Appointed Officers & Chairpersons*

The appointed chairpersons of the organization are the Advocacy Chair, Membership Chair, Awards Chair and Technology Chair. The President-Elect shall announce all appointments at the time of the annual elections. All Appointed Officials and Chairpersons may be dismissed should they fail to uphold their duties as stated in the bylaws at the discretion of the president.

#### *Section 6. Additional Appointments*

The President-Elect may appoint additional chairpersons at the time of the annual elections after the desired position receives majority approval of the Executive Board prior to announcing the appointment to the general membership.

#### *Section 7. Assumption of Office*

All members of the Executive Board will serve in the official capacity of their elected or appointed office beginning at the Executive Board meeting in May after the January state convention, and continuing until the Executive Board meeting the following May. After being elected, the time between January and May will be a transition period during which the incoming officer or chair may be delegated responsibilities by their predecessor or by the President-Elect.

#### Section 8: Dismissal of Elected Officers

Any elected officers who fail to fulfill their duties as stated in the bylaws may be impeached by a two-thirds majority vote of the executive board.

## **Article IV – Duties of Office**

#### *Section 1. President*

It shall be the duty of the President to preside at all Executive Board meetings and meetings of the membership, to order the execution of resolutions, to call meetings of the Executive Board and meetings of the membership, to exercise supervision over the affairs of the Organization, to make decisions in cases of emergency when immediate action is necessary, and to serve as a member of the FMEA Board of Directors. Additionally, the President will maintain open communication with FMEA staff and Board members, and with Collegiate MENC chapters throughout the state.

#### *Section 2. President-Elect*

It shall be the duty of the President-Elect to perform all the duties of the President in his or her absence, to organize and manage collegiate registration for the state convention, and to carry out all duties assigned by the President or the Executive Board.

#### *Section 3. Immediate Past President*

It shall be the duty of the Immediate Past President to advise the President as necessary, to maintain and update the officers' handbooks, and to perform other duties or responsibilities requested by the President.

#### *Section 4. Secretary*

It shall be the duty of the Secretary to take minutes and keep records of all meetings and affairs that take place while he/she is in office, to assist the President in facilitating meetings and conferences by providing for accommodations as requested, to facilitate communication between officers throughout the state, and to perform any tasks or duties assigned by the President.

#### *Section 5. Treasurer*

It shall be the duty of the Treasurer to manage and account for all physical and fiscal assets of the organization, to update account statements monthly and provide account balances as requested to the President, to manage the ordering and sale of All-State T-Shirts and Pins according to given instructions, to make deposits to the bank as

necessary, to issue checks as requested for products and services rendered to the Organization, to provide financial statements at the May meeting of the Executive Board, and to perform any other tasks or duties as assigned by the President. It is also the task of the Treasurer to reserve hotel rooms for the January Convention, a task to be completed by the end of May. The Executive Board allows the treasurer to create a quarterly budget based on the May Financial Year to be published online in conjunction with the President and Web Tech

#### *Section 6. Parliamentarian/Historian*

It shall be the duty of the Parliamentarian to be familiar with and enforce the Constitution and Bylaws, to ensure order is maintained at all meetings of the membership, to be familiar with Robert's Rules of Order and parliamentary procedure, to submit and announce any amendments to the Constitution or Bylaws to the membership and to update them appropriately, to maintain the historical records and/or significant historical assets of the organization, and to perform any tasks or duties assigned by the President.

#### *Section 7. Advocacy Chair*

It shall be the duty of the Advocacy Chair to manage and actively promote the participation of members in state legislative affairs that affect the field of music education, to keep the membership apprised of any such affairs taking place in the Florida or national legislature, to establish and maintain communication with the Government Relations Chair of FMEA, and to organize and promote the Organization's involvement with organized lobbying efforts for music education ongoing in the state of Florida.

#### *Section 8. Membership Chair*

It shall be the duty of the Membership Chair to maintain current records of chapter contact information for the President and Advisor of each active chapter of CMENC in Florida, to establish contact with schools interested in forming chapters, to solicit and publicize announcements and news on chapter events and projects, and to assist local chapters with recruiting efforts for new members.

#### *Section 9. Awards Chair*

It shall be the duty of the Awards Chair to assist the FMEA Awards Chair with the nomination and recognition of outstanding college music educators for relative awards and recognition awarded by FMEA annually. Additional responsibilities relative to awards within the Organization may be designated or charged by the President as necessary.

#### *Section 10. Web/Technology Chair*

It shall be the duty of the Web/Technology Chair to establish and maintain the Organization's web site, to publish pertinent information and announcements on the web site as requested, to establish and maintain contact with the FMEA Computer Applications Manager for purposes of troubleshooting collegiate online registration and keeping the President apprised of any problems, and to maintain channels of Internet communication between chapters via email and the World Wide Web.

## **Article V – Vacancies**

#### *Section 1. Replacement*

Any elected or appointed officer with the exception of President, President-Elect, or Immediate Past President who cannot fulfill their prescribed term of office will be replaced by Presidential appointment, which must be approved by a majority vote of the Executive Board. The President may choose to delegate the duties of a vacant office to the Executive Board and leave the position vacant for the duration of the term.

#### *Section 2. President*

In the event that the President is unable to carry out his or her office, the President-Elect will immediately assume the duties of the President for the duration of the current term, and then will continue to serve the next term as President.

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

In the event that the President-Elect is unable to fulfill his or her term of office, his or her duties will be delegated to a member of the current Executive Board until a new President can be elected by special election at the next annual election. No member of the Organization shall be permitted to serve in the office of President without having served at least six months as a member of the Executive Board.

#### *Section 4. Immediate Past President*

In the event that the Immediate Past President is unable to fulfill his or her term of office, the position will remain vacant and will not be reappointed. The President will delegate responsibilities of the Immediate Past President to a member of the current Executive Board.

### **Article VI – Meetings**

#### *Section 1. Calling of Meetings*

Meetings of the membership shall occur at least twice per year, one of which must be a General Business meeting. Meetings of the Executive Board will occur at least twice per year. Special meetings may be called at the President's discretion, provided a majority of the Executive Board is permitted to attend.

#### *Section 2. Proxies*

Proxies may not be utilized for purposes of voting or nomination under any circumstances for General Business or Executive Board meetings.

#### *Section 3. Procedure*

All meetings will follow standard parliamentary procedure, using Robert's Rules of Order as a guideline. Procedures given in the Constitution and Bylaws will always supercede Robert's Rules of Order.

#### *Section 4. Suspension of the Bylaws*

In order for a section of the Bylaws to be suspended, a majority vote must be taken in a meeting of the membership. The Executive Board alone may not suspend bylaws. Multiple sections may not be suspended in a single motion.

### **Article VII – Nominations & Elections**

#### *Section 1. Eligibility*

All active members are eligible to run for any of the elected offices with the exception of President-Elect. Any member seeking to run for any office must be of at least sophomore standing at his or her institution. They must be in their second year of FCMENC membership for President-Elect only.

#### *Section 2. Nomination*

An individual seeking nomination to run for an elected office in this organization must complete and submit the Elected Position Application before the January Convention. Should, by the first meeting of the membership at the state convention in January, no member apply for an office, nominations on the floor shall be opened at the first General Business Meeting only for the offices that have not been applied for.

#### *Section 3. Letter of Recommendation*

All individuals nominated for an office must submit a letter of recommendation to the Executive Board prior to the General Business meeting at which elections are to take place. An active member of FMEA must write the letter of recommendation.

#### *Section 4. Appointed Offices*

The application procedure for appointed officers will be determined by the President-Elect and approved by the Executive Board prior to the first meeting of the membership at the state convention in January. The President-Elect must announce the procedures for applying at the first meeting of the membership. A deadline for turning in applications will be set by the President-Elect and will also be announced at this time.

#### *Section 5. Election Procedures*

Each individual nominated and recommended for elected office will have a specific amount of time, determined by the President, to address the membership. The President will then accept up to three questions for the candidates from the membership. Every candidate will be given the opportunity to respond to each question.

#### *Section 5. Voting*

Voting will be conducted by secret ballot for each elected office. Only active members of Florida Collegiate MENC are eligible to vote. The Parliamentarian, President-Elect, and any other available Executive Board Members are responsible for counting the ballots, and the President will announce the election results to the membership.

## **Article VIII – Quorum**

### *Section 1. General Business*

Quorum for the General Business meetings of the Organization shall consist of a majority of the active members in attendance at the state conference in January. Chapter roll call will be taken at the beginning of each meeting of the membership to determine the number of active members present. The roll call shall be updated prior to each vote during an election.

### *Section 2. Executive Board*

Quorum for Executive Board meetings shall consist of a simple majority of current members of the Executive Board.

## **Article IX – Fiscal Year**

The fiscal year of the Organization will cycle concurrent with the annual Executive Board meeting in May of each year.

## **Article X – Officer’s Handbook**

### *Section 1. Governance*

The governance of the organization in any and all matters not provided for in the Constitution or in the Bylaws shall be provided for in the Officer’s Handbook.

### *Section 2. Authorship/Distribution*

The Officer’s Handbook will be revised annually by the outgoing President, and presented at the meeting of the Executive Board taking place in May.

## **Article XI – Amendment**

### *Section 1. Approval*

Amendments to the Bylaws shall require a reading and majority vote approval in two consecutive meetings of the Executive Board.

### *Section 2. Implementation*

Amendments to the Bylaws shall take effect immediately upon second reading and approval by the Executive Board. All amendments shall be announced at the next meeting of the membership.