

**THE FLORIDA MUSIC EDUCATION ASSOCIATION
BYLAWS**

As Amended May, 2015
Amended January, 2016 to reflect name change

BYLAWS

ARTICLE I - Mission

The mission of The Florida Music Education Association is to promote quality, comprehensive music education for all Florida students as a part of their complete education.

ARTICLE II - Organization

Section 1. **Association Organization** The association will be organized to include allied and Component organizations. This Association shall be affiliated with the National Association for Music Education (NAfME) as a federated state music educators association, in accordance with the provisions of the constitution of NAfME.

Section 2. **Component Associations**

The Component Associations of this Association shall be the: Florida Bandmasters Association (FBA), Florida College Music Educators Association (FCMEA), Florida Elementary Music Educators Association (FEMEA), Florida Orchestra Association (FOA), Florida Music Supervision Association (FMSA), Florida Vocal Association (FVA), and Florida Collegiate NAfME (FCNAfME).

Section 3. **Allied Organizations**

- A. **Criteria.** The FMEA may establish various classifications of organizations that wish to be allied with FMEA in the advancement of music education. The criteria for these classifications will be determined by the FMEA Board of Directors and may include factors such as size and composition of membership, purpose and nature of the organizations, and manner of governance.
- B. **Application for Status.** Any such organization may apply to the FMEA Executive Board for one of the classifications of allied organizations.

ARTICLE III - Membership

Section 1. **Membership Year**

The membership year of the FMEA shall be from July 1 of each year through June 30 of the following year.

Section 2. **Active Membership**

- A. Eligibility. Active membership in The Florida Music Education Association shall be granted to individuals engaged in the teaching, supervision, or administration of music in elementary and secondary schools, colleges, or universities within the state; provided, however, active members who retire may remain as active members with continual active membership.
- B. Membership. Each active member shall also hold concurrent membership in NAFME.
- C. Privileges. Each active member shall have the right to vote, hold office, and sponsor an eligible student in the FMEA All-State Ensembles.
- D. Services. Each active member shall have the right to receive a subscription to those FMEA periodicals and other communication services deemed appropriate by the FMEA Board of Directors. Active members have access to Professional Development sponsored by FMEA.

Section 3. Associate Membership

- A. Eligibility. Associate membership in The Florida Music Education Association shall be granted to any individual, organization, or institution, interested in the general advancement of music in education in the state of Florida as approved by the Executive committee.
- B. Membership.
- C. Services. Each associate member shall have the right to receive a subscription to FMEA periodicals and other communication services deemed appropriate by the FMEA Executive Board. Association members have access to Professional Development sponsored by FMEA.

Section 4. Retired Membership

- A. Eligibility. Retired membership shall be open to former music educators who have retired from teaching, supervisory, administrative or research positions in music education, and are members of the NAFME at the time of retirement.
- B. Privileges. Each retired member shall have the right to vote. The dues of a Retired member shall be lower than for Active membership.
- C. Services. Each retired member shall have the right to receive a subscription to FMEA periodicals and other communication services deemed appropriate by the FMEA Board of Directors. Retired members have access to Professional Development sponsored by FMEA.

Section 5. Collegiate Membership

- A. Eligibility. Collegiate membership shall be open to any undergraduate or graduate music student at the college level who is not concurrently employed as a teacher in a K-12 teaching position. Such membership is available only through Collegiate NAFME Chapters in the colleges and universities of Florida.
- B. Privileges. The President of the Florida Collegiate NAFME shall be a voting member of the FMEA Board of Directors.
- C. Services. Each collegiate member shall have the right to receive a subscription to those FMEA periodicals and other communication services deemed appropriate

by the FMEA Board of Directors. Collegiate members have access to Professional Development sponsored by FMEA.

Section 6. Life Membership

- A. Eligibility. Life membership shall only be open to those with life membership in the NAFME.
- B. Privileges. Life members shall have the same privileges as active members.
- C. Services. Each life member shall have the right to receive a subscription to those FMEA periodicals and other communication services deemed appropriate by the FMEA Board of Directors. Life members have access to Professional Development sponsored by FMEA.

Section 7. Corporate and Academic Partners

- A. Eligibility. Corporate and Academic Partners membership in The Florida Music Education Association shall be granted to any corporate or education institution interested in the general advancement of music in education in the state.
- B. Privileges. Partner members have privileges as described in the benefits section online. These privileges/benefits are subject to review and may change annually.
- C. Services. Each partner member shall have the right to receive a subscription to those FMEA periodicals and other communication services deemed appropriate by the FMEA Executive Board. Partner members have access to Professional Development sponsored by FMEA.

Section 8. Joint Membership in FMEA, NAFME, and Components

All Active, Associate, Retired, Student, and Life Members of FMEA and members of Component Associations of FMEA are required to hold joint membership in FMEA and NAFME. There are no partial memberships.

Section 9. Honorary Membership

Honorary members may be elected by a unanimous vote of the FMEA Board of Directors. Honorary members shall not be franchised, nor required to pay membership dues.

ARTICLE IV – Fees and Dues

Section 1. Remittance of Dues

Dues shall be paid to the FMEA headquarters.

Section 2. Amount of Annual Dues The FMEA Board of Directors shall set the amount of annual dues for all membership categories. Changes in the amount of dues may not exceed \$10 annually. The dues for Component Associations of FMEA and for the NAFME shall be in addition to the dues for FMEA.

Section 3. Other Fees

The FMEA Board of Directors shall set the amount of all other fees.

ARTICLE V - Governance

Section 1. Authority

As presiding officer of the Board of Directors, the FMEA President is responsible for the leadership of the Association. The Board of Directors and individual members may make recommendations to the President regarding the business of the board, policies, and actions.

Section 2. Association Officers

The officers of the Association shall be the President, Past-President, and the President-Elect (Executive Committee).

- A. **President.** It shall be the duty of the President to preside at meetings of the FMEA to enforce observance of the FMEA Constitution and Bylaws, to order the execution of resolutions, to call meetings of the FMEA, to exercise supervision over the affairs of the Association, to make decisions in cases of emergency when an immediate action is necessary, to appoint all committees for which no provision has been made, and to be a member ex-officio of all committees. The President shall make all appointments for which no provision has been made.
- B. **Immediate Past-President.** It shall be the duty of the Immediate Past-President to serve as advisor to the President and shall have such other duties as may be assigned by the President.
- C. **President-Elect.** It shall be the duty of the President-Elect to perform all the duties of the President in the absence of the President and shall carry out all duties assigned by the President or the Board of Directors.

Section 3. Board of Directors

- A. **Composition.** The FMEA Board of Directors shall be composed of the officers of the Association; Presidents of the Component Associations, or designee; Member-at-Large; and appointed committee chairs.
- B. **Executive Committee.** The FMEA Executive Committee shall consist of the President, Past-President, and the President-Elect. Responsibilities of the Executive Committee shall be to:
 - a. make recommendations concerning the affairs of the Association as it shall from time to time deem appropriate.
 - b. serve as the finance committee to make financial recommendations to the Board of Directors.
 - c. recommend to the Board of Directors a budget for the Association.
- C. **Voting members.** The FMEA Board of Directors voting members shall be the President, Past-President, President-elect, the Presidents of the FMEA Component Associations, one (1) at-large member, and one (1) Committee Council representative or approved alternates of these positions.
- D. **Non-voting Ex-Officio Board Members.** Non-voting (Ex-Officio) members of the Board are the FMEA Executive Director, the FMEA Historian, the NAFME Collegiate Advisor, the Florida Multicultural Network President, the Editor of the

official FMEA magazine, *THE FLORIDA MUSIC DIRECTOR*, the Florida School Music Association President, and the consultant for the Florida State Department of Education.

Section 4. **Vacancies**

The Executive Committee shall have the authority to appoint officers when vacancies occur, to be confirmed by the Board of Directors.

- A. In the event a Past-President cannot fulfill a term of office, a Vice President shall be appointed by the Executive Committee to fulfill the duties of the Past-President.
- B. In the event the President cannot fulfill a term of office, the President-Elect shall assume the position of President.
- C. In the event that the President-Elect cannot fulfill their duties, or they have assumed the duties of the President, a new President-Elect shall be appointed by the Executive Committee. The President-Elect so appointed shall serve until the next Annual Professional Development Conference, at which time an election shall be held to fill the vacancy.
- D. The Executive Committee shall have the authority to appoint a member-at-large to fill a vacancy occurring during a term of office.

Section 5. **Terms and Succession of the President**

The President-Elect shall be elected for a term of two years and shall then automatically assume to the office of President for a term of two years. The retiring President shall automatically assume the office of Immediate Past-President for a two year term. No officer shall succeed himself or herself to the same office.

Section 6. **Removal**

- A. **Removal from Office.** Officers shall be removed from office when fiduciary responsibilities are not met. Officers shall always act for the good of the Association and shall exercise care in all decision-making.
- B. **Removal of Appointee.** A Board Appointee such as a Committee Chairperson shall be removed from office when fiduciary responsibilities are not met.

Section 7. **Limitation of Responsibility of the Officers**

- A. The authority and responsibility for the management and for the maintenance of the good will and credit of the Association is vested in the Board of Directors. It is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigation that 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 Bylaws of the Association.

- B. The Association shall purchase Directors and Officers Liability insurance for the protection of the Board and staff.

ARTICLE VI - Nominations and Elections

Section 1. Nominations and Elections

- A. In each even-numbered year, the FMEA President will appoint a nominating committee of at least three members to make recommendations for the offices of President-elect and member-at-large, to be approved by the Board of Directors. The Past-President will serve as the chair of the committee.
- B. The nominating procedure shall be completed no later than September of each even-numbered year.

Section 2. Election Procedures The President-Elect shall be elected at or prior to the close of the Annual Professional Development Conference in each odd-numbered year. Voting shall be by Active and Retired members of FMEA only and the candidate receiving the majority of the votes shall be declared elected.

Section 3. Member-At-Large The Member-At-Large shall be elected to serve on the Board of Directors concurrent with the term of the President. The Board of Directors will elect the Member-At-Large.

Section 4. Assumption of Office FMEA Officers so elected shall assume office on July 1st of odd numbered years.

ARTICLE VII – Association Management

Section 1. Executive Director

An Executive Director shall be employed through the Center for Fine Arts Education, Inc. and approved by the Board of Directors to execute FMEA's daily activities. The Executive Director shall have no powers or duties other than those delegated by the President or as set forth in the Executive Director's employment contract or the Bylaws of the Association. An annual performance review of the Executive Director shall be conducted by the FMEA Executive Committee, with input from the FMEA Board of Directors. This review will be provided to the Board of Directors of the Center for Fine Arts Education, Inc.

Section 2. Contracted Services

FMEA shall contract with the Center for Fine Arts Education Inc. to manage the daily activities of the Association. An annual review of the management services and contract will occur at the end of the annual financial audit.

Section 3. Staff

Management of the daily responsibilities of the association and supervision of the assigned staff is the responsibility of the Executive Director.

Section 4. Fiscal Year

The fiscal year of the Association shall be from July 1 of each year through June 30 of the following year.

ARTICLE VIII – Quorum

Section 1. General Meeting. A quorum for the Annual Business Meeting of the Association shall consist of the Active members in attendance at the General Business Meeting at the Annual Professional Development Conference. It shall be the duty of the President to verify and declare that a quorum is present before conducting official FMEA business.

Section 2. Board Meeting. A quorum for a meeting of the Board of Directors shall consist of the voting members in attendance.

ARTICLE IX - Committees

Section 1. Standing

The President of FMEA shall appoint committee chairs, who shall serve in an advisory capacity to the President and Board of Directors. The Board of Directors may, at its discretion, advise the President on appointments. Committee chairs appoint members to the committees.

Section 2. Ad Hoc Committees

A special (or Ad Hoc) committee is a committee appointed to carry out a specified task. The committee ceases to exist upon its final report to the Board of Directors. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee. An Ad Hoc Committee can be established as a Standing committee at the discretion of the Executive Committee.

Section 3. Length of Committee Appointments

All committee appointments expire on the date of the expiration of the term of office of the President of FMEA. The incoming President may reappoint committee chairmen to standing and ad-hoc committees, may make new committee appointments, or may allow the existence of a committee to terminate.

Section 4. Committee Council Representative

Committee chairs shall elect a representative to vote on the affairs of the association. The Committee Council Representative position will be for a two year term concurrent with the term of the President.

ARTICLE X - Official Publications

Section 1. Magazine

The official publication of the FMEA shall be the *Florida Music Director Magazine*.

Section 2. Editor- Magazine

The President shall appoint the editor of the magazine. The Board of Directors shall review the appointments of editor every two years at the time of assumption of office of the incoming President of FMEA.

Section 3. Research Journal.

The official research publication of the FMEA shall be *Research Perspectives in Music Education*.

Section 4. Editor - Research

The Research Editor shall be selected by the research committee and shall be appointed by the Executive Committee.

Section 5. Record of Minutes

All minutes of the Board of Directors and General Membership meetings of the FMEA shall be prepared, maintained, and posted on the FMEA website.

ARTICLE XI - Criteria for Component Associations

Section 1. Creation The Board of Directors shall establish policies and procedures for petitions to create component member associations of FMEA.

Section 2. Constituency A component association shall represent a substantial, clearly delineated constituency of active members of FMEA.

Section 3. Non-duplication of Representation A component association shall be an association that does not have a constituency of members who are represented by, or whose membership is subsumed under another component association.

Section 4. Responsibility to FMEA A component association is represented on the FMEA Board of Directors by its President, who is responsible to the FMEA under provisions of the FMEA Constitution and Bylaws.

Section 5. Regulations A component association that sponsors student activities is required to apply for and meet state and federal regulatory requirements.

Section 6. Appointments The Board of Directors shall approve the admission of new component associations.

ARTICLE XII – Amendments

Section 1. Approval.

Amendments to the Bylaws shall require two readings at separate consecutive regular or special meetings of the Board of Directors held no less than thirty (30) days apart.

Amendments require approval by a majority vote at each such meeting of the Board of Directors.

Section 2. Effectiveness.

All amendments shall take effect immediately after the second approval by the Board of Directors.

Amended: May, 2015

Amended: January, 2016 (Due to Constitution change of the association to Florida Music Education Association)