



# CONSTITUTION

2008

## **Foreword**

This edition of the Kern County Music Educators Association Constitution was edited to reflect the current responsibilities of Elected Officers (Executive Board) and Council of Representatives (Committee Chairpersons).

In this edition there is a revised Mission Statement and more clarity in KCMEA's Objectives. Articles have been reworded and added to become current with California State Law.

Input to the revisions started in 2003-2004 with the rewriting of our Mission Statement and Objectives. Over the last 5 years KCMEA has taken on new and more far-reaching responsibilities in Kern County's Music Education Community.

### **Constitution and By-Laws Revision Committee**

Audrey Boyle  
Past President (2002-2004)

Regina Pryor  
Scholarship Representative

Walt Crider  
President (2008-2010)

Peggy Biller  
2<sup>nd</sup> Vice President

### **Ratification of KCMEA Constitution and By-laws**

Minutes of the General Meeting of KCMEA Members on September 20<sup>th</sup>, 2008:

The KCMEA General Meeting at the Fall Conference was called to order by President, Walt Crider at 9:25 a.m. There were approximately 60 members in attendance.

The 2008 KCMEA Constitution was put in everyone's folder. The revisions were in red lettering. The big changes in the constitution were in Article XI - the Awards, and Article XIV – Dissolution.

There was discussion from the group.

Mike Stone made a motion to approve the revisions to the KCMEA Constitution and By-Laws. Marlene Mudge seconded the motion. It was a unanimous vote to ratify the revisions to the KCMEA Constitution and By-Laws.

The meeting was adjourned at 9:40 a.m.

# TABLE OF CONTENTS

## CONSTITUTION

Article I.....	Page 1
Article II..... <i>MISSION STATEMENT</i>	Page 1
Article III..... <i>OBJECTIVES OF THE KERN COUNTY MUSIC EDUCATORS ASSOCIATION, INCORPORATED, ARE:</i>	Page 1
Article IV..... <i>MEMBERSHIP</i>	Page 2
Article V..... <i>OFFICERS</i>	Page 2
Article VI..... <i>DUTIES OF OFFICERS</i>	Page 2
Article VII..... <i>EXECUTIVE BOARD</i>	Page 4
Article VIII..... <i>MEETINGS</i>	Page 4
Article IX..... <i>COMMITTEE CHAIRPERSONS RESPONSIBILITIES</i>	Page 5
Article X..... <i>DUES</i>	Page 6
Article XI..... <i>AWARDS</i>	Page 6
Article XII..... <i>QUORUM: EXECUTIVE BOARD MEETING</i>	Page 7
Article XIII..... <i>AUTHORITY</i>	Page 8
Article XIV..... <i>DISSOLUTION</i>	Page 8
Article XV..... <i>AMENDMENTS</i>	Page 8

**CONSTITUTION  
OF THE  
KERN COUNTY MUSIC EDUCATORS ASSOCIATION  
2008**

**ARTICLE I**

The name of the organization shall be the Kern County Music Educators Association, Incorporated. The fiscal year of this association shall begin on July 1 and terminate on June 30 each year.

**ARTICLE II – Mission Statement**

The Kern County Music Educators Association is an organization of music educators and music advocates from the local area who work together to provide services to support all music educators and music students in Kern County.

The Association is comprised of educators who serve elementary through university level music students. The membership includes band, orchestra and choir directors as well as classroom music teachers and private teachers. In addition to active music educators, KCMEA's membership also includes retired music educators, college students, classrooms teachers, businesses and patrons.

KCMEA is a strong advocate and promoter of music in our schools. Our organization: provides an annual conference for its members; publishes, *The Podium*, a bi-monthly newsletter; awards scholarships to talented and deserving students; facilitates social collaboration among music teachers; organizes honor music festival directors' dinners; hosts various instrumental and vocal festivals; annually recognizes individuals for their contribution to the music profession; and provides information regarding a variety of musical events throughout the year. KCMEA also welcomes new music teachers into the area by providing them with a Music Teachers' Resource CD. The members of KCMEA help each other by sharing ideas and methods.

**ARTICLE III**

**The objectives of the Kern County Music Educators Association, Incorporated, are:**

**Section I**

To enhance the lives of students through music and provide opportunities for musical challenge and growth for students.

**Section II**

To provide professional development activities in music education and support the music educators of Kern County.

**Section III**

To lend all possible support to music programs in their schools, encourage support in community activities, and acknowledge outstanding contributions in the field of music education.

**Section IV**

To cooperate with CMEA -- California Association for Music Educators in its program of music activities.

**ARTICLE IV – Membership**

**Section I**

Membership in this Association shall be open to all persons eligible for membership in MENC -- The National Association for Music Education, and for educators, retirees, private teachers, and music industry corporate sponsors.

**Section II**

There shall be no membership restriction with respect to race, creed, or national origin.

**ARTICLE V – Officers**

**Section I**

The elected officers of this Association shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Public Relations.

**Section II**

The term of the elected, appointed, and ex-officio officers shall be for two years, beginning after the last regular Association meeting in May.

**ARTICLE VI – Duties of Officers**

**Section I**

The President shall preside at all meetings of the Association, appoint committees and committee chairpersons as needed, and shall be an ex-officio of all committees. The President shall serve as the Kern County Representative on the California Music Educators Association, Incorporates, Central Section, Executive Board.

## **Section II**

The 1<sup>st</sup> Vice President shall assume all the duties of the President in his or her absence. He or she shall be responsible for the KCMEA Annual Fall Conference and other staff development activities for the membership. Fall Conference responsibilities include: appointing a committee, Publicity (including the sending out of registration flyers to all schools in Kern County and all KCMEA members), Contacting Presenters and Exhibitors, Serving Facilities, Drawing, Scheduling, Luncheon, Entertainment, Recognitions, Registration/Welcome Packet, Set up and Tear Down, setting a workshop budget.

## **Section III**

The 2<sup>nd</sup> Vice President shall be responsible for the publication of the bi-monthly newsletter. Responsibilities include: publication of the bi-monthly newsletter, and working with the Public Relations Director concerning other matters of publicity. Bi-monthly newsletters shall contain articles, Executive Board minutes, notices of activities, and other information pertinent to the Association membership.

## **Section IV**

The Secretary shall attend to all correspondence, keep the minutes of all meetings, and ensure that the regular meeting minutes are submitted to the 2<sup>nd</sup> Vice President for the publication in the bi-monthly newsletter, and that minutes are distributed to the Executive Board at each board meeting. The Secretary will also contact the KCMEA Board Members and Representatives of all board meetings and be responsible for correspondence when needed (Gifts and cards) – Thank you notes, Condolences etc.

## **Section V**

The Public Relations Director shall attend to all advertising correspondence with the press, radio, or television, and all other matters of publicity. Kern County activities shall be reported to Central Section. The Public Relations Director shall work with the 2<sup>nd</sup> Vice President in publicizing the activities of the KCMEA. Responsible for ordering all plaques for KCMEA Award Recipients

## **Section VI**

The Treasurer shall receive all funds due to the Association and deposit the same with KCMEA, Inc. Savings or Checking account. All checks must be signed by the Treasurer and one of the board members, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, or Secretary. A projected budget for the following year shall be presented at the last regular Executive Board meeting. The Treasurer shall prepare all state and federal reports and file them within specific deadlines. He or she shall be responsible for arranging an annual audit of the association's funds by a qualified "outside" auditor. The Treasurer is to present a treasurer's report on the financial status of all scholarship funds entrusted to KCMEA on a regular basis.

## **ARTICLE VII – Executive Board**

### **Section I**

The Executive Board shall be composed of the elected officers of the Association, the immediate Past President, and committee chairpersons which are appointed by the President and approved by the elected officers.

### **Section II**

The Executive Board shall have general supervision of the affairs of the association. Elected officers and committee chairpersons shall have voting privileges at all Executive Board meetings.

### **Section III**

The Executive Board shall be empowered to make appointments to fill Board vacancies during its term of office.

### **Section IV**

The Executive Board may meet at any time.

### **Section V**

The Executive Board shall prepare a recommended budget to be presented at the last regular board meeting of each year. This budget shall be approved or amended by a majority vote of the members present.

## **ARTICLE VIII – Meetings**

### **Section I**

There shall be at least two regular meetings during the school year.

### **Section II**

The two regular meetings shall be held during the months of September or October and May or June.

### **Section III**

Each of the two regular meetings should include some type of activity in keeping with the objectives of the Kern County Music Educators Association, Incorporated (See Article III).

### **Section IV**

Preceding the beginning of the new school year, a meeting shall be scheduled by the President to put together a Kern County Music Calendar. This calendar will be distributed to all members at the first meeting and printed in the Podium.

## **ARTICLE IX – Committee Chairperson Responsibilities**

### **Section I**

#### **Hospitality:**

Arrange for and host all social activities and events. Make any necessary food arrangement.

### **Section II**

#### **Membership Coordinator:**

Conduct fall membership drive. Keep a current membership list. Membership forms shall be mailed for the collection of dues within 15 days of the KCMEA Fall Conference. Shall appoint an escort for each new member to his/her first meeting. Seek Sponsorships from Businesses and Music Patrons.

### **Section III**

#### **Historian:**

Shall keep a complete record of the Association activities. This record shall be available for viewing when requested.

### **Section IV**

#### **Area Representatives:**

Shall act as liaisons between members of the Association and the Executive Board. Representatives may be appointed from the following areas: Elementary Instrumental, Secondary Instrumental, Elementary Choral, Secondary Choral, General Music, New Teacher Resource, Private Teacher List, Web Master, Band, Orchestra, Legislative, Retirees, Command Performance, High School, Middle School, and Elementary School.

### **Section V**

#### **Scholarship:**

Shall distribute notices, collect responses, schedule auditions, notify participants of annual scholarship activities, and notify Treasurer when lessons have been completed.

### **Section VI**

#### **The Podium:**

Shall publish and distribute a bi-monthly issue containing articles, Executive Board minutes, notices of activities, and other information pertinent to the Association membership. The first distribution, September, of the Podium shall be to all Kern Co. music educators, retirees and Businesses/Patrons (who have sponsored the preceding year) Subsequent distributions, November, January, March and May will be sent only to paid-up members, retirees and current sponsorships.

## **ARTICLE X – Dues**

### **Section I**

Dues shall be \$25.00 per year for Active Music Educators and \$10.00 per year for College Students/Classroom Teachers.

### **Section II**

Dues for current year are payable on or before October 1<sup>st</sup>. All dues received after June 1<sup>st</sup> shall be applied to the following fiscal year.

### **Section III**

All retired KCMEA members in good standing shall be deemed honorary life members. Retired KCMEA members will not be required to pay annual dues and will continue to receive The Podium

### **Section IV**

Business and Music Patrons may sponsor KCMEA under the following Categories:

First Chair = \$100 - \$249

Soloist = \$250.00 - \$499

Concert Master = \$500 - \$999

Conductor's Podium - \$1000.00 and above

Each category will have a specific benefit to the business and/or patron depending on the amount donated

## **ARTICLE XI – Awards**

### **Section I**

Any current member of KCMEA may nominate persons for Music Awards in Kern County. All persons nominating, shall write/secure a short biography of the person that they want to be considered for any award. Most nominations must be members in good standing of KCMEA.

### **Section II**

A list of all awards available shall be given to the membership via the Podium and the Fall Workshop.

### **Section III**

An Awards committee shall be appointed by the President. The committee will discuss the qualifications of the nominations, fill in additional names and when there is more than one qualified candidate, present a ballot to be voted on by the membership present at the January KCMEA meeting.

#### **Section IV**

All winners of the awards will be notified by the President or their representative. Public presentation of all Music Awards will be done at Honor Music Concerts.

#### **Section V**

Nominations for the MUSIC EDUCATOR OF THE YEAR for Central Section from Kern County will be secured and voted on by October 1<sup>st</sup> in time for Central Sections October meeting.

#### **Section VI**

All KCMEA members who are also current members of MENC/CMEA will be encouraged to submit nominations for California State Awards. Nomination forms will be available at KCMEA's Fall Conference, in the Podium Newsletter and on CMEA's Web-site.

### **ARTICLE XII – Quorum: Executive Board Meeting**

#### **Section I**

A quorum is necessary to conduct a meeting.

Four members of the Executive Board constitute a quorum; the President, the 1<sup>st</sup> Vice President, or 2<sup>nd</sup> Vice President plus one elected officer must be present to constitute a quorum.

#### **Section II**

The nominating committee shall present a proposed slate of officers, one name of each office at the second regular meeting. All persons nominated shall be paid-up members of the Association and MENC/CMEA at the time of their nomination. The nominating committee shall present a proposed slate of officers, one name for each office, at the March Executive Board Meeting. Ballots will be mailed to the membership after the March Executive Board Meeting, via U.S. Mail or be printed in The Podium.

#### **Section III**

Additional nominations may be made from the floor after the report of the nominating committee. All persons nominated shall be paid-up members of the Association and MENC/CMEA at the time of their nomination. Additional nominations may be made from the membership via write-ins on the ballots mailed to the Association's membership. All write-ins nominated shall be paid-up members of the Association and MENC/CMEA at the time of their nomination.

#### **Section IV**

A unanimous ballot to accept the slate of officers is permissible at the second meeting. If additional nominations are made, ballots shall be mailed within ten to days to all paid-up members.

**Section V**

The chairman of the nominating committee and the Secretary shall prepare, distribute and tabulate the ballots before an April 15<sup>th</sup> (postmarked) deadline.

**Section VI**

A majority vote of the ballots returned shall constitute an election.

**Section VII**

The newly elected officers shall be installed at the last regular meeting.

**ARTICLE XIII – Authority**

**Section I**

The rules contained in Robert’s Rules of Order shall govern this association in all cases in which they do not conflict with the rules of the association.

**ARTICLE XIV – Dissolution**

**Distribution of Termination Assets**

**Section I**

In the event of the dissolution of the KCMEA, Inc., all assets of the organization would be transferred to CMEA – California Association for Music Education or shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated for such purposes

**ARTICLE XV – Amendments**

**Section I**

The Constitution and by-laws may be amended by a majority vote of the members present at any regular meeting. The amendments must have been presented at the previous regular meeting of the Association, and mailed by the secretary to all paid-up members for their consideration, within ten days after presentation.