

## BY-LAWS

### Article I - Government

#### Section 1. Duties of Officers.

- A. **President.** The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Council; have authority to call special meetings; appoint non-elected members; and be an ex-officio member of all committees, except the nominating committee. The President shall appoint any active member to fill any vacancy that may occur among the elected officers until the next regular election as specified in Article VI, Section 2, of the Constitution. The President shall call for any needed mail ballot. The President shall authorize the disbursement of all funds of the Association.
- B. **President-Elect.** In the absence of the President, the President-Elect shall assume all parliamentary duties. The President-Elect shall assist the President in leadership responsibilities.
- C. **Secretary.** The Secretary shall record the minutes of all meetings of the Executive Council, the Board of Directors, and the general membership. A copy of the minutes of the general meeting shall be made available to the membership. A copy of the minutes of the Executive Council and Board of Directors meetings shall be made available to Board members. The Secretary shall keep all minutes of the Association. At the expiration of the Secretary's term of office, all documents shall be turned over to the President.
- D. **Treasurer.** The Treasurer shall be the custodian of all Association funds and shall keep a record of all income and expenditures. The Treasurer shall be responsible for the payment of bills and financial obligations of the Association, and shall be in charge of registration for the Fall Professional Development Conference. At the expiration of the term of office, the funds, books, canceled checks, receipts, documents, and records in their complete form, together with all correspondence, shall be turned over to the President, after an audit by a certified accountant or by the Board of Directors.
- E. **Past-President/Parliamentarian.** The Past-President/Parliamentarian shall be present at all meetings of the Association to interpret procedures according to the Constitution and *Robert's Rules of Order*. The Past-President/Parliamentarian shall serve as chair of the Constitution Revision Committee, the Nominating Committee, and as an advisor to the President.
- F. **State Manager.** The President shall appoint the State Manager with approval by the Board of Directors. The State Manager's term of office shall be for a minimum of four years. The purpose of the position of State Manager is to bring continuity and stability to the leadership of ArkMEA. The State Manager shall: advise the Executive Council and the Board of Directors concerning procedures and customary practices of the organization; assist the Treasurer with the finances of the organization; prepare annual tax forms as required to maintain the organization's status as a not-for-profit organization; maintain the association email accounts and web page; maintain the bulk mailing privileges with the US Postal Service; assist the ArkMEA Editor with the preparation of *Segue* magazine (ArkMEA publication) by procuring advertising, invoicing advertisers, assisting with the preparation of the magazine for bulk mailing, delivering the magazine to the postal facility for bulk mailing; assist other focus area chairs with bulk mailing as needed; assist with the registration process during the Fall Professional Development Conference; coordinate advocacy efforts of the association.

#### Section 2. Duties of the Executive Council. The Executive Council shall:

- A. Develop an annual budget for the Association for approval by the Board of Directors at the Summer Board meeting.
- B. Authorize the payment of bills and other budgeted expenses.

#### Section 3. Duties of the Board of Directors. The Board of Directors shall:

- A. Administer and be responsible for the business management, educational affairs, and general operation of the Association.
- B. Have the responsibility for the Association's general policies and program of activities.

- C. Act upon the finalization of the date and place of the ArkMEA Fall Professional Development Conference.
- D. Approve appointments made by the Executive Council.
- E. Authorize a complete auditing of all accounts of the Association.
- F. Each Chair shall assist in all general items of business of the Association and shall aid specifically in matters pertaining to his/her respective division.
- G. Approve selections of any employees of the Association.
- H. Authorize the bonding of the Treasurer at the expense of the Association in the amount of the probable limits of the Treasury if deemed necessary.

**Section 4. Definition and Duties of Standing Committees.** Standing committees may be appointed by the President with the approval of the Board of Directors and shall serve during the term of the administration in which they are appointed. The standing committees shall be the State Conference Planning Committee, the Constitution Committee, and the Nominating Committee.

- A. The **Fall Professional Development Conference Planning Committee** shall be chaired by the President and composed of the Chairs from each participating focus area. The committee shall: (1) obtain and act upon recommendations from each focus area as to performing groups and clinicians; (2) schedule the various business meetings and be responsible for physical arrangements for these events; and (3) obtain and forward to the State Editor all biographical information concerning clinicians and a completed conference schedule.
- B. The **Constitution Revision Committee** shall be chaired by the Parliamentarian, and include a minimum of two (2) active members, appointed by the President. The committee shall recommend to the President any needed revisions or amendments. These proposed changes shall be presented to the Board for approval before presentation to the membership.
- C. The **Nominating Committee** shall be composed of two (2) active members, appointed by the President plus the Parliamentarian. The committee shall: (1) receive names for elected offices from the membership and committee members; (2) nominate candidates for vacant offices from the names available and place those names on the ballot for the election; and (3) administer all elections.
- D. **All other committees** shall be appointed by the President of the Association with the approval of the Board as the need arises.

**Section 5. Job Descriptions.** The President shall maintain job descriptions of appointed positions on the Board.

## Article II - Dues and Fees

**Section 1. Active Membership.** Dues for active membership shall be \$12.00 per year. This is in addition to the current MENC membership dues. Membership includes a subscription to the *Music Educators Journal*, *Teaching Music* and *Segue*.

**Section 2. Associate Membership.** Dues for associate membership shall be \$25.00 for the first member of a firm and \$10.00 for each member in the same firm thereafter..

**Section 3. Student Membership.** Dues for student membership shall be \$1.00 per year. This is in addition to the current CMENC membership dues.

**Section 4. Registration Fees.** The Board of Directors shall have the authority to decide on the amount of the registration fees charged at the ArkMEA Fall Professional Development Conference.

### Article III - Limitation of Responsibility of Officers

**Section 1.** The authority and responsibility for the management and for the maintenance for the good will and credit of ArkMEA is vested in the Board of Directors, but it is expressly understood that neither the Board nor any member thereof nor any staff member nor any member of ArkMEA 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 ArkMEA.

### Article IV - Rules and Procedures

**Section 1.** The parliamentary principles set forth in *Robert's Rules of Order, Revised Edition*, shall govern in all cases not covered by the Constitution or By-Laws.

### Article V - Amendments

**Section 1.** The By-Laws may be altered or amended in the same manner as that provided in Article XI, Sections 1 and 2 of the Constitution.