

CMEA California Music Educators Association
Southern Border Section
Constitution and Bylaws

Constitution
Article I – Name and Purpose

Section 1 – Name – The name of this organization shall be CMEA-SBS: The California Music Educators Association – Southern Border Section.

Sections 2 – Purpose – The purpose of this organization shall be to encourage and promote the advancement of music education in San Diego and Imperial Counties through conferences, festivals, and other appropriate educational projects and activities.

Section 3 – Affiliation – The Southern Border Section is one of nine regional sections of CMEA: The California Music Educators Association which is a federated association of NAFME: The National Association for Music Education.

Article II – Government

Section 1 – The Executive Board – The Executive Board of CMEA-SBS shall consist of: President, President Elect, Immediate Past President, Vice President of Band, Vice President of Choral, Vice President of Strings, Secretary, and Treasurer.

Section 2 – Board of Directors – The Board of Directors shall consist of:

- A. The Executive Board
- B. Appointed Event Representatives
- C. Council of Past Presidents (non-voting members)

Section 3 – Terms of Office – The terms of office for the President, President Elect, Immediate Past President, Vice President of Band, Vice President of Choral, Vice President Strings, Secretary, and Treasurer shall be for two years.

Nominations ~~Elections~~ for President Elect, Secretary and Treasurer will be held on odd-numbered years. Nominations for Vice President of Band, Vice President of Choral, Vice President of Strings will occur on even-numbered years. All shall take office on the first day of July following the nomination and selection process.

Emergency Appointment – Any emergency appointment will be made by the president in consultation with members of the Executive Board and shall be for the length of the unexpired term.

Article III – Nominations

Section 1 – Nominations shall occur no later than the January Board of Directors meeting each year. The President shall appoint a nominating committee of three, naming one as chairperson. The nominating committee shall consist of:

- A. The President Elect or Immediate Past President
- B. A member of the Past President’s Council
- C. One other member of the Executive Board

Section 2 - At the March meeting of the Board of Directors, the Nominating Committee shall present a slate of qualified candidates for open positions. Members of CMEA-SBS may make additional nominations to be considered by the Nominating Committee by sending their nomination directly to any of the members of the Nominating Committee prior to March 1.

Section 3 – Results will be announced via the CMEA-SBS website no later than July 1. New positions take effect July 1.

Article IV – Meetings

Section 1 – The Board of Directors shall meet monthly as scheduled by the President and agreed upon by the members of the Board. The President may also call special meetings of the Board of Directors. A majority of the Board members present shall constitute a quorum for the transaction of business at CMEA-SBS Board Meetings.

Section 2 – The Executive Board shall meet at the call of the President.

Section 3 – An annual meeting of CMEA-SBS shall be held at the time and place of the Mega Arts Conference.

Article V – Amendments

The Constitution may be amended by a two-thirds vote of the Board of Directors as long as the contemplated action appears on the CMEA-SBS website thirty days before it is acted upon. Amendments to the Constitution may be initiated by the Board of Directors or by members of CMEA-SBS.

Bylaws

Article I – Membership

Section 1 –All members of the National Association for Music Education residing in San Diego or Imperial Counties shall be members of CMEA-SBS.

Section 2 – The membership year shall run for one year from the month NAFME received the dues.

Section 3 – Types of Membership shall fall into one of five categories: Active, Active Plus Research, Patron, Retired, and Collegiate. (Refer to CMEA State Board Manual, Chapter 4, for definitions.)

Section 4 – The amount of dues for each membership category shall be fixed by NAFME and a majority vote of the CMEA State Board of Directors.

Article II – Duties of Officers

Section 1 – The President shall

- a. Serve as the executive head of CMEA-SBS.
- b. Represent CMEA-SBS at all meetings of the CMEA.
- c. Preside at all CMEA-SBS meetings.
- d. Have the power to appoint committees not otherwise provided for in the Constitution or Bylaws.
- e. ~~May~~ Appoint Representatives and Advisors as necessary with the approval of a majority of the Executive Board.

Section 2 – The President Elect shall

- a. Serve as the Coordinator for the Band Vice President, Choral Vice President, and Strings Vice President
- b. Assume the duties of the President in the absence of the President
- c. Coordinate and implement the CMEA-SBS portion of the Mega Arts Conference in cooperation with the appropriate Event Representatives.
- d. Upon completion of the term for which he/she is chosen, become President

Section 3 – The Vice President of Band shall

- a. Supervise all band activities.
- b. Recommend appropriate personnel to serve as Event Representatives for Band activities.
- c. Provide Band Event Representatives with the appropriate Operations Handbook.
- d. Work cooperatively with all Band Event Representatives on a regular basis and assist as required with the implementation of their activities.
- e. Attend monthly CMEA-SBS meetings and report progress as necessary

Section 4 ~~5~~ – The Vice President of Choral shall

- a. Supervise all choral activities.
- b. Recommend appropriate personnel to serve as Event Representatives for Choral activities.

- c. Provide Choral Event Representatives with the appropriate Operations Handbook.
- d. Work cooperatively with all Choral Event Representatives on a regular basis and assist as required with the implementation of their activities.
- e. Attend monthly CMEA-SBS meetings and report progress as necessary

Section 5 – The Vice President of Strings shall

- a. Supervise all String activities.
- b. Recommend appropriate personnel to serve as Event Representatives for String activities.
- c. Provide String Event Representatives with the appropriate Operations Handbook.
- d. Work cooperatively with all String Event Representatives on a regular basis and assist as required with the implementation of their activities.
- e. Attend monthly CMEA-SBS meetings and report progress as necessary

Section 6 – The Secretary shall

- a. Keep records of the Association
- b. Record the meeting of the Board of Directors and Executive Board
- c. Transact all necessary communications.
- d. Turn over all official records and documents of CMEA-SBS when leaving the position.
- e. Ensure that all official documents are archived appropriately.

Section 7 – The Treasurer shall

- a. Receive all moneys due CMEA-SBS and deposit them in a depository approved by the CMEA-SBS Executive Board with 48 hours of receipt as directed by the Board of Directors.
- b. Pay bills and disburse funds with checks signed by the Treasurer and counter-signed by the President or President Elect within 48 hours of receipt of paperwork from appropriate board member. ~~He/she shall~~
- c. Collect budgets from each of the appropriate Event Representatives and reconcile each at the conclusion of the respective events.
- d. Set Registration hours for the annual conference and expect assistance from the Membership Liaison.
- e. Present a written report of the income and disbursements and current balance at each meeting of the CMEA-SBS Executive Board.
- f. Provide for the preparation of an annual fiscal report which shall be delivered to the CMEA Executive Director in August.
- g. Complete and file all required tax forms.
- h. Be responsible for the transfer of signature cards when leaving the position.

Section 8 – The Immediate Past President shall:

- a. Serve as the Coordinator for the activities and events of the University Liaison, the Industry Liaison, the Communications Liaison and the Membership Liaison.

- b. Serve as a Liaison between CMEA-SBS and NAFME when requested by the President.
- c. Coordinate and implement the annual Fortissimo Event.
- d. Serve as a member of the Past President's Council with voting privileges until vacating the position of Immediate Past President.

Section 9 – The President may appoint Advisors to help guide CMEA-SBS. The Executive Board will approve the selection of Advisors with a majority vote. Advisors are non-voting members of the Board of Directors.

Section 10 – The Board of Directors shall

- a. Administer the affairs of CMEA-SBS together with the management and control of the funds thereof.
- b. Fill vacancies by temporary appointments pending regular nominations, be empowered to employ personnel as needed to carry out the work of CMEA-SBS in an efficient and productive manner.
- c. Provide for the preparation of an annual budget which shall be delivered to the CMEA Executive Director in August.
- d. Appoint any special representative to serve during its terms in office and such appointees may become full voting members of the Board.

Section 11 – The University Liaison shall

- a. Work cooperatively with all post-secondary institutions to increase the number of NAFME Collegiate Chapters within San Diego and Imperial Counties.
- b. Create awareness of opportunities for Music Education students to develop leadership qualities through active participation in CMEA-SBS events.
- c. Schedule appropriate session(s) for Music Education students at the Mega Arts Conference

Section 12 – The Industry Liaison shall

- a. Work cooperatively with area industry in developing a support network for our CMEA-SBS membership.
- b. Implement and maintain a community sponsorship and/or partnership program through donations of goods, services, or other financial support.
- c. Create CMEA-SBS awareness among local industries.
- d. Share information about current events in the music industry with our membership.

Section 13 – The Communications Liaison shall

- a. Maintain and update CMEA-SBS Website on a regular basis
- b. Communicate CMEA-SBS events with membership through the use of Constant Contact
- c. Maintain social media sources

Section 14 – The Membership Liaison shall

- a. Be provided access to the NAFME records reflecting membership updates.
- b. Send “membership reminder” letters to those whose membership expiration
- c.
- d.
- e. Coordinate with the Treasurer for information regarding current membership dues and eligibility for conference attendance and event participation.
- f. Assist the Treasurer with event registration needs.
- g. Coordinate with Event Representatives to determine student/teacher eligibility to audition and participate in CMEA-SBS sponsored events.

Article III - Committees

Special committees shall serve during the administrative term in which they are appointed. All committees shall work in cooperation with and report to the appropriate Vice President, either Band Choral, or Strings who shall in turn report to the President and the Board.

Article IV – Banquet

The June meeting will be the annual Banquet. As a reward for service, all members of the Board of Directors may attend the Banquet at the expense of CMEA-SBS. Newly elected officers are also invited to attend. ~~the Banquet.~~

Article V – Rules of Order

Robert’s Rules of Order Revised shall govern in all business meetings of CMEA-SBS.

Article VI – Amendments

The Bylaws may be altered or amended in the same manner as the Constitution.