

TENNESSEE MUSIC EDUCATION ASSOCIATION BYLAWS

ARTICLE I. NAME The name of the organization shall be the TENNESSEE MUSIC EDUCATION ASSOCIATION (TMEA). It shall function as a non-profit 501(c)(3), organization incorporated under the laws of the State of Tennessee.

ARTICLE II. MISSION AND GOALS

Section 1. Mission: The mission of the Tennessee Music Education Association is to promote the advancement of high quality music education for all.

Section 2. Goals: The Tennessee Music Education Association will:

- Encourage and provide students with opportunities for high quality music experiences;
- Actively promote and provide the best resources and opportunities for professional development;
- Provide opportunities for sharing and disseminating information, teaching strategies and resources;
- Become the leading advocate for music education at the local, regional and state levels;
- Actively encourage lifelong learning in music.

ARTICLE III. AFFILIATIONS AND RELATIONSHIPS

Section 1. The National Association for Music Education NAFME: TMEA functions as a federated state association of NAFME: Any inconsistencies between this and the NAFME bylaws will be resolved in favor of the NAFME bylaws. All members of TMEA must also be members of NAFME.

Section 2. Tennessee Education Association (TEA). TMEA shall be affiliated with the Tennessee Education Association (TEA) as its Music Section.

Section 3. Tennessee State Department of Education. TMEA shall maintain a close relationship with the Tennessee State Department of Education and with appropriate professional education associations.

ARTICLE IV. MEMBERSHIP AND DUES

Section 1. Active Membership. Active Membership shall be open to any person actively engaged in any phase of music education in the state of Tennessee who is employed in a teaching, supervisory, or administrative capacity by a school, college, or university, and anyone who has a special interest in music education. Active Membership shall provide the following rights and privileges: The right to participate in all activities of the Association; The right to vote and hold office; A subscription to the NAFME publications and The Tennessee Musician.

Active Membership Dues. The amount of annual state dues shall be set by the Board of Directors. Dues shall be remitted directly to NAFME. Active members shall also hold membership in an affiliated association and in NAFME. Dues and membership shall be on an annual continuing basis.

Section 2. Student Membership. Student Membership shall be open to students at the college or university level who are not employed as teachers. Student members shall be admitted to state, divisional, and national meetings upon compliance with registration requirements and shall receive all privileges of Active Membership except the right to vote and hold office. Student members shall receive appropriate NAFME publications and The Tennessee Musician. Student state membership dues shall be set by the NAFME National Executive Board, shall be paid directly to NAFME, and shall be on a continuing basis for one year.

Section 3. Retired Membership. Retired Membership shall be open to any person retired from being actively engaged in any phase of music education (i.e., who was employed in a teaching, supervisory, or administrative capacity by a school, college, or university). The retired member shall receive all privileges of Active Membership except the right to vote and hold office. Annual state dues for Retired Membership shall be set by the Board of Directors. (Note: The TMEA/NAFME Retired Membership is an option for retired members; they may elect to continue as active NAFME/TMEA members or choose state-only membership status as detailed in the TMEA Policy Manual.)

ARTICLE V. GOVERNMENT

Section 1. Officers. The officers of the Association shall be a President, Past-President, President-Elect, and Executive Director. All terms of office shall be for a period of two years, beginning July 1. The Officers comprise the Executive Committee of the Association. The executive authority for the administration of the affairs of the Tennessee Music Education Association shall be invested in the Executive Committee. (The Executive Director, whose term is determined by the Board, is an ex-officio (non-voting) member of the Executive Committee.) **President.** The President shall preside at all meetings of the Board of Directors, TMEA Council, Executive Committee, and at all general meetings of the Association. The President shall represent the Association as a member of the Executive Board of the Southern Division of the National Association for Music Education and as a member of the State Presidents National Assembly of the National Association for Music Education. The President appoints members to committees with the approval of the Board of Directors and fills vacancies by appointment with the approval of the Executive Committee.

The President-Elect. The President-Elect shall be elected on even-numbered years by the Active Membership of the Association. Two candidates shall be nominated by the Council of Past Presidents (Da Capo Committee). Nominations for President-Elect will also be accepted from the Board of Directors.

The President-Elect shall assume duties of the President in case of the disability or absence of the President and Past-President.

The Past-President. The immediate Past-President shall assume the duties of the President in case of disability or absence of the President. The Past-President shall chair the Da Capo Committee and shall work with that committee to coordinate the selection and presentation of TMEA awards.

The Executive Director. The Executive Director shall be hired by and shall report to the Board of Directors of the Tennessee Music Education Association (TMEA). The

position coordinates the operations of the Tennessee Music Education Association and performs duties as directed by the TMEA Board of Directors and Executive Committee. The Executive Director shall serve at the pleasure of the Board of Directors. The Executive Director shall keep the records of the Association and keep the minutes of all meetings of the Association. He/she shall present annually to the Board of Directors an audited account of all moneys received and disbursed and shall deposit the funds of the Association in a depository approved by the Board of Directors. The Executive Committee shall review the Executive Director annually. The Executive Director is expected to provide reasonable notice when vacating the position.

Section 2. The State Chairs. State Chairs (Band, Orchestra, Choral, General Music, Higher Education, Educational Technology, NAFME Collegiate) shall be elected by the Executive Committee to serve on the Board of Directors for a two-year administrative term. It shall be the responsibility of each State Chair to:

Facilitate communication state-wide among area constituents; Represent the interests of music education to the Board of Directors; Represent TMEA at regional meetings; Assist members in identifying resources for music education issues; Review proposals for conference sessions and encourage the submission of relevant proposals as related to his/her area; Provide a relevant column for The Tennessee Musician; Attend board meetings as scheduled by the President and Executive Committee; Preside at yearly area caucus meeting.

Other responsibilities include: The State Band Chair coordinates the annual State Concert Festival; The State Higher Education Chair coordinates the All-Collegiate Honors ensemble program; The State General Music Chair coordinates the Treble Honor Choir. Any addition or deletion of State Chair positions must be approved by majority vote of the TMEA Board of Directors and the TMEA Council.

Section 3. Affiliated Organizations. TMEA shall recognize certain regional music education units as affiliated organizations. The bylaws of each affiliated association must conform to the bylaws of TMEA and shall stipulate that all Active Members of the Association must also be members of TMEA and NAFME.

The affiliated Associations shall be:

- East Tennessee School Band and Orchestra Association (ETSBOA)
- Middle Tennessee School Band and Orchestra Association (MTSBOA)
- West Tennessee School Band and Orchestra Association (WTSBOA)
- East Tennessee Vocal Association (ETVA)
- Middle Tennessee Vocal Association (MTVA)
- West Tennessee Vocal Music Education Association (WTVMEA)
- East Tennessee General Music Association (ETGMA)
- Middle Tennessee General Music Association (MTGMA)
- West Tennessee General Music Association (WTGMA)

Section 4. Board of Directors- Government of this Association shall be vested in a Board of Directors. The members of the Board of Directors approve policy in all matters pertaining to the administration and affairs of the Association. The membership of the Board of Directors shall consist of the following:

- President
- President-Elect
- Immediate Past-President
- Executive Director (ex-officio, i.e., non-voting)
- Editor and/or Associate Editor of Tennessee Musician (ex-officio, i.e., non-voting)
- State Chairs (elected by the TMEA)

Executive Committee to serve a 2-year term) in each of the following areas: Band; Orchestra; Choral Music; General Music; Higher Education; Educational Technology; NAFME Collegiate, Advocacy/Government Relations, and SMTE (Society for Music Teacher Education)/Research.

Section 5. TMEA Council The TMEA Council shall serve as a primary avenue of communication between the TMEA Board and affiliate organizations and interest groups. The voting members of TMEA Council shall consist of:

- the President and President-elect (or representative designated by the President) of each of the nine regional affiliate organizations (ETSBOA, MTSBOA, WTSBOA, ETVA, MTVA, WTVMEA, ETGMA, MTGMA, WTGMA)
- the Board of Directors • project chairs (non-voting) • task force/committee chairs (non-voting).

It shall be the responsibility of the TMEA Council to:

- Recommend policies and projects to the Board of Directors;
- Facilitate communication within regional organizations/special interest groups and the Board of Directors;

- Support state-wide TMEA initiatives;
- Represent interests of the regional organizations/special interest groups;
- Provide annual reports of projects and activities of regional organizations/special interest groups;
- Vote on any proposals that may come before the Council

Section 6. Project Chairs- (appointed by the President) shall be non-voting members of the TMEA

Council. Recommended Project Chairs are as follows:

- Retired Teachers
- Historian
- Music Merchants •
- Advocacy
- NAFME-Collegiate State Student Presidents
- Tri-M
- Government Relations
- Membership
- TMEA State Music Conference
- All-State

Project Chairs shall serve during the two-year administrative term of office or until new members have been appointed. The TMEA Board of Directors may vote to add or delete project chair positions.

ARTICLE VI. MEETINGS

The Board of Directors shall meet at least two times each year. Special meetings of the Board may be called by the President or upon request of not less than six (6) voting members of the Board. A majority of the voting members of the Board shall constitute a quorum for the transaction of business.

The TMEA Council shall meet at least once a year. The Council of Past Presidents (Da Capo Committee) shall meet at least once a year. Conference calls may constitute official meetings.

ARTICLE VII. REIMBURSEMENT OF EXPENSES AND BUDGET

Section 1. Expenses of the Officers, Board of Directors, and Committees. Travel and necessary expenses of the officers and Editor while discharging TMEA duties shall be paid by the Association.

The Board of Directors shall approve a policy relative to expenses of the voting and non-voting members of the Board. No expenses shall be reimbursed to Board members in conjunction with the State Music Conference.

All expenses incurred by standing and special committees will be budgeted and approved by the Board.

Section 2. The Budget. The Board of Directors shall approve annually a budget for the Association. The budget and policy statement of **Section 1** above shall be published in the Fall issue of The Tennessee Musician and/or posted on the TMEA web site.

ARTICLE VIII. PUBLICATION

The official publication of the Association shall be The Tennessee Musician. Its principal purpose shall be the circulation of news pertaining to the state and affiliated organizations and to keep members informed concerning music education throughout the State. An Editorial Board, established by the President, shall advise the Editor and deal appropriately with the business policies of the TMEA publications. The Board of Directors shall appoint the Editor of The Tennessee Musician and he/she shall be ultimately responsible to the Board.

Travel and necessary expenses incurred by the Editor of The Tennessee Musician while discharging duties concerning the publication (to include expenses to the state and national conventions) shall be paid by the Association.

ARTICLE IX. COMMITTEES AND TASK FORCES

Section 1. Appointed Committees. Standing or special committees of Tennessee Music Education Association shall be appointed by the President with the approval of the Board of Directors. All standing or special committee members shall serve during the administrative term of office or until new members have been appointed.

Section 2. Task Forces. Task Forces may be appointed by the President with the approval of the Board of Directors to address specific major needs/issues relating to music education in Tennessee. The responsibility of a task force shall be **to:** Clearly identify the issue; Determine various courses of action to address the problem; Make recommendation/s to the Board regarding the issue; Monitor the issue.

The Task Force Chair shall be appointed by the President for an administrative term. Task forces shall serve until disbanded by the President with the approval of the Board of Directors. The Task Force Chair shall attend the yearly TMEA Council meeting and make a report. The Task Force Chair shall attend TMEA Board of Directors meetings as needed.

Section 3. Da Capo Committee (Council of Past Presidents)

A. Membership. Upon completion of the term of office as President of the Tennessee Music Education Association, a person automatically becomes a member of the Da Capo Committee, provided he or she maintains Active Membership in TMEA. During his/her current term in office, the President and President-Elect of TMEA may attend meetings of the Da Capo Committee but have no voting power.

B. Meetings. The Da Capo Committee shall meet at least once per year.

C. Officers. The Da Capo committee shall elect one from its membership to serve as the "chair" for meetings (telephone or live). The person serving as Chair shall work in tandem with the immediate Past President in preparing agendas and pre-planning any business concerns for the good of TMEA. The office of immediate Past President shall be concerned primarily with the handling of awards for the TMEA conference and the procurement of viable candidates for the office of President-Elect.

D. Activities. The Da Capo Committee shall assume the following responsibilities: Procure nominees for the office of Association President-Elect; Procure nominees for Association awards.

ARTICLE X. VACANCIES

Vacancies not previously covered by these bylaws shall be temporarily filled by presidential appointment with the approval of the Board of Directors.

ARTICLE XI. FISCAL AND ADMINISTRATIVE YEAR

The fiscal and administrative year shall be from July 1 to June 30 unless otherwise designated by the Board of Directors.

ARTICLE XII. VOTING BY MAIL OR E-MAIL

The Board of Directors may authorize voting by mail and/or e-mail for any purpose or purposes for which a vote of the membership of the Association shall be required.

ARTICLE XIII. ACCOUNTS AND DISBURSEMENTS

Section 1. Tennessee Music Education Association Checking Account. The Executive Director shall deposit income from state membership dues, All-State registration, state music conference registration, contributions for Conference activities, The Tennessee Musician advertising and subscription sales, state music conference exhibits, and affiliated association activity fees to this account.

Section 2. The Tennessee Music Education Savings Account. At the end of any fiscal year, overages may be deposited to this account. Gifts and moneys from miscellaneous sources may be deposited to this account.

Section 3. Disbursements. Expenditures for the operation of the Tennessee Music Education Association shall be taken from the TMEA checking account. The Executive Director shall be authorized to write checks for all approved expenses incurred by the Tennessee Music Education Association. The Executive Director shall be authorized to transfer moneys from the savings account to the checking account as needed.

Section 4. Position Bond. The Executive Director shall be bonded in the amount of \$5,000.00.

Section 5. Financial Report. The Executive Director shall prepare a financial statement at the end of each fiscal year.

ARTICLE XIV. FINANCE COMMITTEE

The President shall appoint a committee of three Association members to audit the Tennessee Music Education Association checking and savings accounts and to provide financial advice and direction.

ARTICLE XV. RULES OF ORDER

Robert's Rules of Order, Revised, shall be adhered to in all business meetings of the Association.

ARTICLE XVI. DISPOSITION OF ASSETS

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which are exempt as organizations described in sections 501(c) and 170(c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the federal, state, or local government for exclusive public purpose.

ARTICLE XVII. FEDERAL CODE RESTRICTIONS

Notwithstanding any other provision of these articles, this corporation shall not carry on any activities not permitted to be carried on by (a) a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation contribution to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

ARTICLE XVIII. AMENDMENTS

The TMEA bylaws may be amended by an approving vote of each affiliated association, represented by a regional executive board member as part of the TMEA Council, a majority of those members voting being sufficient; or the bylaws may be amended by an approving vote of a majority of the Active Membership in accordance with the stipulations of the bylaws, provided that ample notice of such contemplated amendment is sent via email to the TMEA Council and/or TMEA membership or communicated through the TMEA website.

All proposed amendments to the bylaws must be approved by a majority of the voting members of the Board of Directors before being submitted to the membership.