

The Constitution and Bylaws of the National Association for Music Education Collegiate at Stetson University

Article I – Name and Affiliation

This organization shall be known as NAfME Collegiate at Stetson University, also known as CNAfME. The chapter will be affiliated with the Florida Music Educators Association (FMEA), and serve as the Stetson University chapter of the National Association for Music Education (NAfME).

Article II – Purpose

The purpose of the Association shall be to improve opportunities and experiences for college students before they become practicing music educators, and in specific furtherance thereof:

- a) Providing opportunities for professional development to the members;
- b) Acquainting students with privileges and responsibilities of the music education profession;
- c) Providing all members with the opportunity to meet and work with leaders in the music education profession through participation in programs, demonstrations, discussions, workshops, and performances planned by this chapter, the Florida Music Educators Association, and the Florida Music Educators National Conference;
- d) Taking part in advocating to the cause of music education on campus and throughout the state; and
- e) Providing the opportunity to collaborate and engage with other collegiate chapters.

In furtherance thereof, the Association may hold conferences, symposia, and other meetings; seek and accept grants, gifts, and contracts for any of the said foregoing purposes; and exclusively for the public benefit, use, publish, and otherwise make available to the general public on a nondiscriminatory basis the results of its collection of information deriving from the foregoing activities. The Association may conduct any and all other activities in accordance with its bylaws, which are designed to accomplish the foregoing purposes.

Article III – Membership

Section 1. Active Membership

Membership is required for all music education majors at Stetson University and shall be open to any student enrolled at Stetson University who is interested in music education. To remain an active member in the chapter, members need to be up to date with both chapter and national dues. All members are expected to follow and uphold all rules and regulations established by both the Stetson University School of Music and the University at large.

Section 2. Dues

All members must pay annual dues to FMEA and NAFME at the time of registration. All members will also have to pay the chapter \$10 per semester to remain in good standing; this may be paid either per semester or \$20 for the entire school year. Dues should be collected by the treasurer by the final day of midterms. Failure to pay dues will result in ineligibility to run for office, chair a committee, be a part of a committee, benefit from chapter privileges, and vote for elected office.

Section 3. Term of Membership

A term of active membership in the organization at the national level is from July 1st to June 30th of the following year. Chapter dues will grant members active membership for the entirety of the school year.

Section 4. Privileges

Membership in the organization allows for the discounted collegiate rate, grants the right to vote in General Business meetings, the right to run for the Executive Board, attend state conventions and clinics for both FMEA and Florida NAFME Collegiate, receive issues of official NAFME periodicals, and all other specific privileges granted by and associated with the Stetson chapter.

Section 5. Attendance

Attendance will be checked whenever there are CNAfME led events, sessions, and/or guest speakers. The general membership is required to be present in any of these instances.

Article IV – Executive Board

Section 1. Constituency

The Executive Board consists of elected and appointed officers that are charged with the responsibility of executing business on behalf of the organization and managing the internal affairs of the organization, to include establishing policy and regulation. The Board should meet at least twice a month to ensure that all aspects of the chapter are running smoothly. All positions except for class representatives are open for the general membership to vote upon.

Section 2. Eligibility

To serve on the Executive Board, one must be an enrolled music education major at Stetson University who is in good standing. To run for Prospective President, one must currently be in their third semester (or transfer student equivalent) at Stetson. The Prospective President will serve a one-year term. To run for President, one must currently be serving a term on the Executive Board and in their fifth semester (or transfer student equivalent) at Stetson. For all other electable positions besides the Underclassmen Representative, it is required that one has been a member of the chapter for at least three semesters. Student interns may not run for or hold a position in office, excluding the position of Immediate-Past President.

Section 3. Assumption of Office

All members of the Executive Board will serve in the official capacity of their elected or appointed office beginning at the Executive Board meeting in January after the elections in the fall and will continue until the next election in the following fall. After being elected, the time in between the fall and spring semesters will be a transition period during which the incoming officer or chair may be delegated responsibilities by their predecessor or by the President.

Section 4. Dismissal of Elected Officers

Any elected officer who fails to fulfill their duties as stated in the bylaws may be impeached by a majority vote of the Executive Board.

Section 5. Active Duty and Re-elections

All Executive Board positions will begin January 1 of the calendar year and end on December 31 at 11:59pm. Members who wish to continue to serve on the Executive Board after one term may run for re-election for any position. If an appointed officer is not re-elected, then the position will be given to the properly elected individual, and the previously appointed officer must concede.

Article V – Duties of Office

Section 1. President

It shall be the duty of the President to preside at meetings, to call meetings of the Executive Board and meetings of the membership, represent the organization, uphold the principles of the constitution, maintain constant communication with the chapter advisor and Executive Board, and organize the yearly calendar. After the President's term, they are expected to be of assistance to the chapter in whatever way is called upon/necessary as the Immediate Past President.

Section 2. Immediate Past President

It shall be the duty of the Immediate Past President to advise the President as necessary and to perform other duties or responsibilities requested by the President.

Section 3. Prospective President

It shall be the duty of the Prospective President to be prepared to uphold the duties for the position of President in the following year. It shall be the duty of the Prospective President to act as President in absence thereof and assume their responsibilities, assist in the planning of the yearly calendar, enforce parliamentary procedure, oversee all committees, and regularly meet with committee chairs.

Section 4. Secretary

It shall be the duty of the Secretary to take minutes, keep records, and take attendance of all meetings and affairs that take place while they are in office. They are to assist the President in facilitating meetings, signing out rooms, managing the Engage student organization account, and being the main communicator between any outside sources and the Board.

Section 5. Treasurer

It shall be the duty of the Treasurer to manage and account for all physical and fiscal assets of the organization, to update account statements monthly and provide account balances as requested to the President, and to perform any other tasks or duties as assigned by the President. At least once per semester after the midterm grades due date, the Treasurer must submit a summary to the chapter advisors and president on the current financial status of the organization, including current physical and fiscal assets.

Section 6. Historian

It shall be the duty of the Historian to maintain historical records and/or significant historical assets to the organization; our website, social media accounts; our bulletin board; and updated pictures of the chapter.

Section 8. Underclassmen Representative

There shall be a representative on the Executive Board who is responsible for representing the interests of students in their first and second years at Stetson. Only a current first-year student may be elected to this office.

A class representative may be given additional duties on a per-case basis as designated by the President and Executive Board.

Section 9. Ex Officio

The Stetson chapters of the American Choral Directors Association and the American String Teachers Association shall be entitled to have one representative serve as ex officio on the NAFME Collegiate executive board. This representative will not have a final vote on matters but is entitled to represent their organizations to the NAFME Collegiate chapter. This representative will be appointed according to the procedures established by each organization, with the President of each organization notifying the NAFME Collegiate President of their selection.

In the event that either chapter is not active at Stetson University (meaning the organization is currently not operating), then their representative would go to a NAFME Collegiate member whose specialty represents the inactive chapter. Said representative would be nominated by the President and confirmed via majority vote by the Executive Board.

Article VI – Vacancies*Section 1. Replacement*

Any elected or appointed officer, with the exception of the President or Immediate Past President, who cannot fulfill their prescribed term of office will be replaced by Presidential appointment, which must be approved by a majority vote of the Executive Board. The President may also choose to delegate the duties of a vacant office to the Executive Board and leave the position vacant for the duration of the term.

Section 2. President

In the event that the President is unable to carry out their office, the Prospective President will immediately assume the duties of the President for the duration of the current term.

Section 3. Immediate Past President

In the event that the Immediate Past President is unable to fulfill their term of office, the position will remain vacant and will not be reappointed. The President will delegate responsibilities of the Immediate Past President to a member of the current Executive Board.

Article VII – Elections

Section 1. Time

Elections will occur at the end of every fall semester and the elected office candidate will begin preparing for their upcoming term immediately following their respective election. The date of the election will be determined at the beginning of each fall semester.

Section 2. Election Procedures

Each individual who wishes to run for elected office must inform the current President of their intent to run no less than 1 week before the election is scheduled to occur. Candidates will have a specific amount of time, determined by the President and Chapter Advisors, to address the membership during MUED 350. Underclassmen representative candidates will address their colleagues during MUED 265 or an equivalent class where all first-year members are present. During this address, candidates will be expected to provide explanation as to why they think they are the best fit for the position they are running for. In addition, each candidate will submit a PDF statement and professional photo that will be sent to the general membership on the day of the election.

Section 3. Voting in Presidential elections

Voting will be conducted by an appropriate online method. Only active members of Stetson University NAFME Collegiate are eligible to vote, and they must be present at MUED 350 the day of elections. The Historian and President are responsible for gathering the results, and the President will announce the election results to the membership. If the person appointed as Historian is running for the office of President, the responsibilities regarding voting will be given to another appointed officer that the President deems the most appropriate. Elections for President should happen at least two weeks before the other Executive Board Positions have their elections. If there are more than two candidates, the election shall be conducted through a ranked voting system. Members will rank their top two choices for the position, with their first choice receiving two points and their second choice receiving one point. The candidate with the most points wins the election.

Section 4. Voting in other Executive Board elections

Voting will be conducted by an appropriate online method for each elected office. Only active members of Stetson NAFME Collegiate are eligible to vote and they must be present at the voting meeting. The Historian and President are responsible for gathering the results, and the President will announce the election results to the membership. If the person appointed as Historian is running for re-election in any position, the responsibilities regarding voting will be given to another appointed officer that the President deems the most appropriate. Voting in elections with more than two candidates shall be conducted through a ranked voting system. Members will rank their top two choices for the position, with their first choice receiving two points and their second choice receiving one point. The candidate with the most points wins the election.

For class representative elections, only members of the specific class year are eligible to vote for their representative.

Section 4. Candidates

In the event that there is only one candidate running for a position, that candidate will be officially elected after approval from the chapter advisors.

Article VIII – Chapter Advisors

The chapter advisors shall be the two music education professors at Stetson University and must be members of NAfME. The responsibilities of the chapter advisors include:

- a) Acting as representatives of NAfME to the students;
- b) Informing the students of the nature, purpose, and function of NAfME;
- c) Encouraging interest and participation of students in NAfME activities;
- d) Acting as a liaison between various levels of NAfME;
- e) Serving as advisors and guides in formulation of chapter programs and policies;
- f) Serve as resources;
- g) Encouraging the development of student initiative, leadership, and imagination in order to build a sense of responsibility in students;
- h) Helping officers in fulfilling their respective duties;
- i) Meeting with officers to help with planning and the implementation of chapter activities;
- j) Promoting professional attitudes among chapter members;
- k) Working towards support of the chapter by other faculty members and exploring possible funding opportunities for the chapter; and
- l) Promoting the importance of the chapter to current music education students.

Article IX – Committees

The purpose of committees is to have as much involvement from the general membership as possible in order to create more opportunities for the chapter, fundraise money, reach out to the community, and advocate for music education outside of the chapter. Committees are expected to meet regularly and will be overseen by the Prospective President. Committee chairs will be appointed by the Executive Board as seen fit. The general membership is required to serve on a committee every year for one semester of their choosing with the exception of their senior year. Requirements to satisfy committee service will be explained at the first committee meeting of the semester and members will be required to sign the Member Acknowledgement Form to indicate that they have been made aware of their committee obligations. Satisfaction of committee service will be determined by the committee chair and the Prospective President at the end of the semester.

Section 1. Advocacy/Community Outreach Committee

The role of this committee is to find ways advocate for music education inside and outside of Stetson University, connecting with the Boys and Girls Club, and reaching out to nearby schools to offer assistance, lessons, etc.

Section 2. Fundraising Committee

The role of this committee is to find and maintain new venues of raising money for our chapter so that we can host events, bring in guest speakers, send members of the chapter to conferences, and donate money to schools, counties, etc.

Section 3. Advertising and Social Media Committee

The role of this committee is to advertise all events, fundraisers, and activities that the chapter is hosting and/or participating in. This includes making posters, updating some aspects of the website, and some aspects of the bulletin board. This committee will also be in charge of overseeing all social media aspects.

Article X – Quorum*Section 1. General Business*

Quorum for the General Business meetings of the Organization shall consist of a majority of the active members in attendance at the chapter meetings. Chapter roll call will be taken at the beginning of each meeting of the membership to determine the number of active members present. The roll call shall be updated prior to each vote during an election.

Section 2. Executive Board

Quorum for Executive Board meetings shall consist of at least four voting members of the Executive Board.

Article XI – University Inclusivity, Non-Discrimination and Hazing Statements*Stetson University Non-Discrimination Statement*

All registered student organizations must abide by the university's Non-Discrimination and Hazing Statements listed below. It is the policy of Stetson University, consisting of its multiple campuses, wherever located (collectively the “University”) not to discriminate on the basis of sex, physical or mental disability, pregnancy, parenting status, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics or any category protected by federal, state or local law in its educational programs, activities or employment. The policy is enforced by Stetson, and where applicable, federal laws such as Title IX of the Education Amendments of 1972, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1972 and the Age Discrimination Act of 1975. The University is an equal opportunity education institution.

Last updated October 2021

Stetson University Hazing Statement

The University's hazing policy which applies not only to athletics teams and social Greek organizations, but all student clubs and organizations, is located in the Code of Community Standards. Hazing is defined by Florida law as, "Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of, but not limited to, initiation or admission into or affiliation with any organization, regardless of locations, intent, or consent of participants. Refer to the Code of Community Standards, article seven for the full policy, allegation investigation process, and adjudication and sanctioning.

Article XII – Amendments

The constitution should be presented to the general membership at least once a year. Amendments may be adopted by a two-thirds vote of the membership present at one of the business meetings. All amendments shall take effect immediately after they have been voted upon.

Article XIII – Unforeseen Circumstances

In the case of an Unforeseen Circumstance that jeopardizes the ability of the executive board to fully abide by the bylaws, the executive board, with approval from chapter advisors, will have the option to amend the bylaws for a period of time. An "Unforeseen Circumstance" is defined as an event beyond the control of the organization that leads to a sudden change in circumstance needing immediate rectifying beyond the scope of the by-laws; this includes, but is not limited to:

- Global pandemic
- Hurricanes
- Code Black/Code Red
- Immediate school closure for any reason
- Any other circumstance that may need immediate action

In the event that this clause is enacted, the President is required to notify all members via email the bylaw amendment and the period of time that this amendment will be maintained.