

**Spokane Falls Music Educators Association
Constitution & By-Laws
(Revised by the General Membership, May, 2008)**

Article I. General Information

Section:

1. The name of the organization shall be the Spokane Falls Music Educators Association (SFMEA), representing the Spokane Falls regions of the Washington Music Educators Association (WMEA), a division of the Music Educators National Conference (MENC).
2. The Spokane Falls Region (WIAA District 8) includes all the Spokane Public Schools, all Mead Public Schools, and all other public and private schools within these boundaries.
3. The object of the association shall be mutual helpfulness and the promotion of good music education through the various agencies of education.
4. The SFMEA shall function as a district unit of WMEA. It shall maintain a close relationship with the Music Educators Northwest Division of the MENC; the National Interscholastic Activities Commission (NIAC), the Washington Interscholastic Activities Association (WIAA), and other affiliated educational associations.

Article II. Membership

1. Any person interested in or actively engaged in music education may become a voting member of SFMEA.
2. Students who are members of MENC College Chapters will be welcome to all meetings of the SFMEA and shall be entitled to all benefits, with the exception of voting and holding office.

Article III. Government

1. The SFMEA Executive Board shall consist of the following officers:
 - President of the SFMEA
 - President-Elect or Vice-PresidentThe remaining board members will be shared with the Northeast Music Educators Association (NEMEA):
 - Secretary
 - Band Representative
 - Choral Representative
 - Orchestra Representative
 - Elementary Representative
2. The Executive Board shall be the governing body and shall have the authority in all matters pertaining to the association.
3. The Advisory Board shall be a resource for the Executive Board in SFMEA matters. This board shall consist of the following members:
 - Past President (Immediate)
 - WIAA Music Committee Chairperson for District 8
 - Administration Representative (local or WMEA)
 - College Representative (local or WMEA)
4. Duties and Responsibilities of the SFMEA Executive Board Officers:
 1. **President**
 - a. Shall preside at no less than three regular meetings in a school year for the general membership.
 - b. Shall call Executive Board meetings prior to the general membership meetings.
 - c. Shall appoint or set up election for committees as deemed necessary for SFMEA business from the membership.
 - d. Shall report WMEA business to the membership on a regular basis.
 - e. Shall communicate input to and from the WMEA Executive Board.
 - f. Shall communicate regularly to the membership with information pertaining to the activities, decisions, problems, and changes prior to the activity or action.

- g. Shall call special meetings for the Executive Board or general membership when deemed necessary.
 - h. Shall provide for an end-of-the year audit of all financial records
 - i. Shall recruit future officers for the region.
 - j. The President shall serve a two-year term.
2. **President-Elect**
- a. Shall be responsible to the SFMEA president, its officers, and its members.
 - b. The President-Elect shall serve a two-year term.
 - c. The President-Elect may hold a liaison position, i.e. the Band Representative, Choral Representative, Orchestra Representative ,etc.
 - d. The President-Elect will become the president after the two year term has been served.
 - e. The President-Elect will represent the region at all WMEA events including but not limited to the state assembly in August, and the State Solo and Ensemble meeting in September.
3. **Secretary**
- a. Shall be responsible to the SFMEA/NEMEA President, its officers, and its members.
 - b. Shall provide written minutes of all General Membership Meeting, and a log of Executive Board meetings and discussion when deemed necessary.
 - c. Shall work with the Executive Secretary/Treasurer to update the membership lists.
 - d. Shall be responsible for distribution of adjudicator contracts for Festivals.
 - e. Shall be responsible for running the Executive Board or General Membership Meetings in lieu of the SFMEA President or President-Elect.
 - f. Shall assist with disbursing monies for expenses as approved by the President and SFMEA/NEMEA Executive Board.
 - g. Shall assist the Executive Secretary/Treasurer in keeping membership files updated and accurate for the SFMEA/NEMEA Executive Board and general membership, and provide periodic membership updates.
 - h. The Secretary shall share duties for both the SFMEA and the NEMEA regions.
4. **Band Representative**
- a. Shall be responsible to the SFMEA/NEMEA President, its officers, and its members.
 - b. Shall coordinate and advise each of their respective SFMEA/NEMEA Festival Chairpersons.
 - c. Shall provide each Festival Chairperson with all materials necessary to run the event successfully.
 - d. Shall hire all adjudicators for each respective Festival.
 - e. Shall secure and coordinate with the Executive Board to acquire performing sites for the festivals.
 - f. In conjunction with the Festival Chairperson, shall review all adjudication guidelines and standards prior to the beginning of a Festival.
 - g. Band Representative may be the President-Elect, but hold only one vote on the Executive Board.
 - h. Band Representative shall share duties for both the SFMEA and NEMEA regions.
5. **Choral Representative**
- a. Shall be responsible to the SFMEA/NEMEA President, its officers, and its members.

- b. Shall coordinate and advise each of their respective SFMEA/NEMEA Festival Chairpersons.
 - c. Shall provide each Festival Chairperson with all materials necessary to run the event successfully.
 - d. Shall hire all adjudicators for each respective Festival.
 - e. Secure and coordinate with the Executive Board to acquire performing sites for the festivals.
 - f. In conjunction with the Festival Chairperson, shall review all adjudication guidelines and standards prior to the beginning of a festival.
 - g. Choral Representative may be a President-Elect, but hold only one vote on the Executive Board.
 - h. The Choral Representative shall share duties for both the SFMEA and the NEMEA regions.
6. **Orchestra Representative**
- a. Shall be responsible to the SFMEA/NEMEA President, its officers, and its members.
 - b. Shall coordinate and advise each of their respective SFMEA/NEMEA Festival Chairpersons.
 - c. Shall provide each Festival Chairperson with all materials necessary to run the event successfully.
 - d. Shall hire all adjudicators for each respective Festival.
 - e. Secure and coordinate with the Executive Board to acquire performing sites for the festivals.
 - f. In conjunction with the Festival Chairperson, shall review all adjudication guidelines and standards prior to the beginning of a Festival.
 - g. Orchestra Representative may be a President-Elect, but hold only one vote on the Executive Board.
 - h. The Orchestra Representative shall share duties for both the SFMEA and the NEMEA regions.
7. **Elementary Representative**
- a. Shall be responsible to the SFMEA/NEMEA President, its officers, and its members.
 - b. Shall coordinate and organize the Elementary Honor Choir Festival.
 - c. Elementary Representative may be a President-Elect, but hold only one vote on the Executive Board.
 - d. The Elementary Representative shall share the duties of the SFMEA and the NEMEA regions.
8. **The Executive Secretary/Treasurer**
- a. Shall be responsible to the SFMEA/NEMEA Executive Boards and its membership.
 - b. This position is appointed by the SFMEA/NEMEA Executive Board.
 - c. Shall be responsible for correspondence to the membership from the WMEA and/or the SFMEA/NEMEA Executive Boards.
 - d. Shall be responsible for scheduling, or appointing a scheduler, for the regional solo and ensemble festivals.
 - e. Shall be responsible for being on-site for all solo ensemble festivals.
 - f. Shall maintain the inventory of all SFMEA/NEMEA materials and equipment.
 - g. Shall maintain the SFMEA/NEMEA website and subsequent updates.
 - h. Shall prepare membership materials.
 - i. Shall provide reasonable assistance to the SFMEA/NEMEA Executive Board members and the general membership.
 - j. Shall assist the Secretary in updating the general membership list.

- k. Shall establish a checking and savings account in the name of SFMEA/NEMEA. The account shall require two signatures.
- l. Shall provide a budget report for the Executive Board and the general membership at each scheduled meeting.
- m. Shall disburse monies for expenses as designated by the President and SFMEA/NEMEA Executive Boards.
- n. Shall keep membership file updated and accurate for the SFMEA/NEMEA Executive Boards, and provide periodic membership updates.
- o. The Executive Secretary/Treasurer will share duties for the SFMEA and the NEMEA regions.

5. Constitution:

Official copies of the Constitution and By-Laws shall be amended and in current form by the SFMEA Executive Board. The President and Secretary shall have copies at all meetings of the SFMEA.

6. Election of Officers:

The officers shall be elected by a majority vote of the SFMEA membership at the regularly scheduled spring meeting.

- a. The membership shall receive a notice of the election prior to the spring meeting.
- b. The election of officers shall coincide with the WMEA State Officer Elections. . The term will be for a duration of two years.
- c. The election of officers shall be elected by a majority vote at the spring general membership meeting.
- d. Elections will be conducted by a general membership using a written ballot.
- e. Officers shall assume responsibilities beginning on July 1 following their election.
- f. Vacancies in any office may be temporarily filled by the SFMEA/NEMEA Executive Boards upon recommendation by the President. In the event that the Presidency becomes vacant, the President-Elect will assume the responsibilities of the President. When a vacancy exists, the General Membership may vote a new representative in the position at the next scheduled meeting.
- g. Any member of the SFMEA/NEMEA Executive Board may hold more than one office in any year, but hold only one vote on the Executive Board.
- h. The Executive Secretary/Treasurer shall be appointed by the SFMEA/NEMEA Executive Boards. This position shall be a non-voting position on the SFMEA and NEMEA Executive Boards.

Article IV. Voting:

- 1. A quorum shall consist of a majority of the voting membership of the SFMEA in attendance at any regularly scheduled meeting.
- 2. If any regularly scheduled meeting on the SFMEA is held in conjunction with any other educational association, all members of SFMEA may vote on legislation concerning the SFMEA.
- 3. An officer may serve on the board for multiple terms if elected to do so.
- 4. An officer may not serve on the board for two different regions unless he/she take a new position within that region.

Article V. By-Laws

- 1. Student Music Activities Funds. All monies paid by students or by school bodies for music activities are to be maintained by the SFMEA/NEMEA Executive Secretary/Treasurer, to be extended only for WIAA approved, regularly scheduled music activities for music students.

Article VI. Parliamentary Authority

1. The rules contained in the “Robert’s Rules of Order-Revised” shall govern the SFMEA in all cases to which they are applicable and in which they are not consistent with the Constitution of the SFMEA.

Article VII. Amendments

1. The Constitution and By-Laws of the SFMEA may be amended by a majority vote of the General Membership at a regularly scheduled meeting provided any proposed constitutional change shall have been read to the membership ONE meeting prior to voting and a written copy of the amendments sent or available to the members announcing the meeting at which the voting will take place.