

Constitution

ARTICLE I: NAME AND RELATIONSHIPS

Section 1. Name: The name of the organization shall be the North Carolina Music Educators Association (NCMEA), a federated unit of MENC: The National Association for Music Education (MENC).

Section 2. Relationships: This organization shall remain in a close relationship with the North Carolina Department of Public Instruction, MENC, as well as other arts and educational organizations.

ARTICLE II MISSION AND FUNCTIONS

Section 1. Object. The mission of NCMEA is to promote music as a fundamental component of education and to provide opportunities for life-long learning by supporting teachers, students, and communities in developing and fostering excellence in music.

Section 2. Functions: (a) The Association, through its sections, districts and special committees, shall encourage and promote music education in North Carolina by means of clinics, publications, contest festivals, workshops, professional meetings and other activities; (b) The Association shall provide professional service and assistance to other organizations whenever feasible.

ARTICLE III MEMBERSHIP

Section 1. Active membership shall be granted to any individual engaged in music education who is a member of MENC.

Section 2. Collegiate membership is offered as provided by the constitution of MENC.

Section 3. Commercial membership may be granted to business firms as stipulated in Article IV, Section 6. Membership is limited to NCMEA activities.

Section 4. Honorary membership shall be conferred by the Board of Directors.

Section 5. Retired membership may be granted to an individual who was formerly engaged in music education and who was a former active member of MENC.

Section 6. The right to vote and hold office is reserved for active and retired members.

Section 7. Associate membership may be granted to any individual employed as an arts administrator but not actively engaged in the teaching of music. Associate members may not vote, hold office or participate in contests, but may attend conferences and meetings and will receive *The North Carolina Music Educator*.

Section 8. Introductory membership shall be open to persons in their first year of full-time teaching who have been collegiate chapter members during the preceding school year. The membership shall be limited to one membership year. Introductory members shall have the same privileges as active members.

Section 9. Only students taught or trained by active members shall have the right to participate in festivals, clinics, contests or other activities operated under the jurisdiction of the Association.

ARTICLE IV – DUES

Section 1. Active membership dues in the NCMEA shall be twenty-seven dollars (\$27.00) plus the appropriate dues required for membership in the MENC.

Section 2. Associate membership dues shall be nine dollars (\$9.00) annually.

Section 3. Retired membership dues shall be nine dollars (\$9.00) annually.

Section 4. Collegiate dues are to be paid directly to MENC through the chapter.

Section 5. Introductory membership dues shall be 50% of the active membership dues.

Section 6. Commercial membership dues shall be one hundred dollars (\$100.00).

Section 7. Active membership dues cover a period of one year beginning with the initial enrollment.

ARTICLE V – GOVERNMENT

Section 1. The elective officers of the NCMEA shall be the President, the President-Elect, the Immediate Past President, the Recording Secretary and two Members-at-Large. The President-Elect shall advance automatically to the presidency. The terms of office for these positions shall be two years.

Section 2. The appointive officers of the NCMEA shall be the Editor, the Historian, the Music Industry Representative, the Parliamentarian, the State Collegiate MENC Advisor, and the Representative of the State Department of Public Instruction. Appointments are made by the President. The terms of office for these positions shall be at the discretion of the President.

Section 3. The Executive Director is an employee of NCMEA and is an ex-officio member of the Executive Board and the Board of Directors. Responsibilities are outlined in the Job Description. Continued employment shall be determined by the Board of Directors, upon annual review (See Executive Director Annual Review Guidelines). [Insert as a web link](#)

Section 4. The Representative from the State Department of Public Instruction is an ex-officio member of the Board by virtue of his/her position as State Arts Education Consultant. The

representative shall publish an article in *The North Carolina Music Educator* about state-wide activities in the arts as well as other public educational concerns and shall keep the membership informed as to North Carolina fiscal and legislative policies and procedures which may affect the status of music education in the state.

Section 5. A Music Industry Representative is an ex-officio member of the Board and reports concerns from the music dealers and other exhibitors at the annual In-Service Conference to the Board.

Section 6. The Board of Directors of NCMEA shall consist of the following, each having one vote: The President; the President-Elect; the Immediate Past President; the Recording Secretary; the duly elected Chairs of the Band, High School Choral, Elementary, Higher Education, Middle School Choral, Jazz, Orchestra, and Collegiate sections; two Members-at-Large; and the District Presidents. In addition, the Board of Directors shall include these non-voting members: the appointive officers, committee and commission chairs, and ex-officio members.

Section 7. The Executive Committee shall consist of the President, the President-Elect, the Immediate Past President, the Recording Secretary, the Section Chairs, and the Members-at-Large. The Executive Director shall serve as an ex-officio member of the Executive Committee.

Section 8. Vacancies in the office of the President, President-Elect, Recording Secretary, or on the Executive Committee, shall be filled, upon the recommendation of the President or acting president, by and at the discretion of the Board of Directors until an election for the unexpired term is held at the next general meeting or by electronic/land mail if the next meeting is more than six months distant. If the President-Elect is unable to assume the office of President at the appointed time, a President shall be elected by the membership.

ARTICLE VI – ELECTIONS

Section 1. The President, the President-Elect, the Recording Secretary and the two Members-at-Large shall be elected by secret ballot in odd numbered years at the annual meeting. Installation shall be held in conjunction with the annual meeting.

Section 2. The Nominating Committee composed of not less than five members, one of which is the chair, shall be appointed by the President, and shall be announced to the Board of Directors no later than the Winter Board Meeting in the odd-numbered years. The Nominating Committee shall present the proposed slate of officers at the Spring Board Meeting for approval. The Chair is responsible for presenting information to the Editor for publication in the Summer/Fall journal. The slate shall be presented to the membership via *The North Carolina Music Educator*, following by a November election. The nominating committee will serve as the election committee to supervise the election and to tabulate ballots.

Section 3. Additional nominations may be made by any member of the Association by submitting the nomination in writing to the Executive Director 30 days prior to the annual meeting. Signatures of twenty or more active members must accompany the nomination.

Section 4. Section Chairs shall be elected in even numbered years at the annual meeting.

Section 5. District Presidents shall be elected by their respective district members; even-numbered districts in even-numbered years, odd-numbered districts in odd-numbered years. District Presidents may be re-elected.

Section 6. An electronic/land mail ballot may be conducted at the discretion of the Board of Directors.

ARTICLE VII – MEETINGS

Section 1. The Association shall meet annually as determined by the Board of Directors.

Section 2. The Executive Committee shall meet prior to the Board of Directors meetings in Winter, Spring, and Fall meetings and upon the call of the President or upon the joint request of not less than three members of that committee. A quorum of five members of the Executive Committee shall be required for the transaction of business.

Section 3. The Board of Directors shall meet at Winter, Spring and Fall meetings, the In-Service Conference, and upon the call of the President or upon the joint request of not less than five members of the Board. A quorum of not less than ten members shall be required for the transaction of business.

ARTICLE VIII – PUBLICATIONS

Section 1. *The North Carolina Music Educator* shall be the official publication of the Association and shall be published four times a year: Winter, Spring, Summer/Fall, and Conference.

Section 2. Other publications shall be provided as approved by the Board of Directors.

Section 3. NCMEA shall provide a website, which shall be maintained by a Webmaster who may or may not be an employee of the organization. Members are encouraged to read the website often and Board Members should make every effort to provide the Webmaster with up-to-date information that keeps the website current.

Section 4. A *Directory of North Carolina Music Teachers* is provided for the Board of Directors and is available for purchase by others.

ARTICLE IX - QUORUM AND VOTING

Section 1. A quorum shall consist of twenty percent of the active members registered for any general meeting of the Association.

Section 2. The President may poll the membership by electronic/land mail vote. Official action may result from a simple majority of the vote returned.

ARTICLE X - AMENDMENTS AND BYLAWS

Section 1. The Constitution and By Laws of NCMEA may be amended with the approval of two-thirds of the majority present at a regular meeting of the Association, or by a simple majority of the electronic/land mail vote as prescribed in Article XI.

Section 2. Proposed amendments to the Constitution must be submitted to all active members at least thirty days in advance of the annual meeting.

ARTICLE XI – RATIFICATION

Section 1. This Constitution is valid only after acceptance by two-thirds of the members attending the initial conference of the full organization and is effective only upon acceptance and approval by the National Executive Board of the MENC.

By Laws of the NCMEA

ARTICLE I - DUTIES OF OFFICERS

Section 1. The President shall preside at meetings of the Association, enforce due observance of the Constitution and By Laws and Standing Resolutions; call meetings of the Association, Executive Committee, and Board of Directors; attend all state, division and national meetings as well as planning conferences to represent the Association; and appoint committees not otherwise provided for in the Constitution. The President serves as an ex-officio member of other standing committees. When an immediate action is necessary, he/she shall be empowered to act with the concurrence of the Executive Committee.

Section 2. The President-Elect shall perform all the duties of the President in the event of the absence of the President and serve as Chair of the Membership Committee. In this capacity he/she will assist District Presidents in recruitment and other matters related to membership. The President-Elect shall attend all state, division and national meetings as well as planning conferences to represent the Association and, generally, to prepare to assume the office of President.

Section 3. The Immediate Past President shall serve as consultant to the President; act as Chair of the Finance Committee and Mini Grant Committee. In this capacity he/she will assist with processing the Mini Grant applications. He/She will attend all state, division and national meetings as well as planning conferences to represent the Association. The Immediate Past President will perform other duties as are assigned to the office by the President and/or the Board of Directors.

Section 4. The Recording Secretary shall record the minutes of all meetings, file permanent records with the Executive Director and the Historian, and act as secretary to the Board of Directors.

Section 5. The Executive Director shall file a record of all meetings, maintain a membership list, keep complete financial records of the Association, pay all bills and perform other duties as directed by the Board of Directors. The individual serving in this office shall be bonded by the Association and shall receive a salary. The Executive Director shall be an ex-officio member of the Executive Committee and the Board of Directors.

Section 6. The Board of Directors shall administer the business and educational affairs of the Association, have the responsibility for its general policies and program of activities, fill vacancies in offices by temporary appointments pending regular elections, and plan and develop effective means of promoting music education by working closely with the districts of NCMEA.

Section 7. The Executive Committee shall be responsible for the business management and control of the funds thereof, providing an NCMEA office, fix the time and place of annual meetings and cooperate with the President in planning the details of such meetings, represent and act for the Board of Directors in the intervals between meetings of that body, provide for an annual audit of the accounts of the Association, conduct an annual review of the Executive Director, supervise all elections such that only active and retired members shall cast secret ballots, and be responsible to the Board of Directors for implementing the established policies of the Association.

ARTICLE II - STANDING COMMITTEES

Section 1. The Finance Committee shall consist of the Past President as Chair, the Executive Director, two Section Chairs appointed by the President, and the two elected Members-at-Large.

Section 2. The Publications Committee shall consist of the Editor as Chair, two Section Chairs and two District Presidents appointed by the President.

Section 3. The Coalition Committee shall consist of an appointed chair, the President, Past-President, President-Elect, Representative from the State Department of Public Instruction, Arts Coordinators Representative, Music Industry Representative, and others as needed.

Section 4. The Constitution Committee shall consist of a Past President as chair, the President-Elect, the Parliamentarian, and two District Presidents, appointed by the President.

Section 5. The Membership Committee shall consist of the President-Elect as Chair, all the District Presidents, and such other members as the President shall appoint.

Section 6. Additional members to the committees listed above may be appointed by the President with the approval of the Board of Directors.

ARTICLE III - DUTIES OF STANDING COMMITTEES

Section 1. The Finance Committee is charged with preparing and submitting to the Executive Committee a budget for operation of all phases of NCMEA and dealing with any other financial matters not herein specifically assigned.

Section 2. The Publications Committee is charged with the responsibility of determining the editorial policy of *The North Carolina Music Educator*, NCMEA Website, and the format and contents of other publications.

Section 3. The Coalition Committee is responsible for promoting a sequential, well-balanced, comprehensive and high quality program of music education through the state. **See Coalition Mission Statement. Insert web link**

Section 4. The Constitution Committee shall review bi-annually the Constitution and By Laws and make recommendations for needed revisions and amendments.

Section 5. The Membership Committee shall develop a program for extending the membership of the Association to all music educators in North Carolina and shall encourage membership in the various member categories of the Association.

Section 6. These Standing Committees shall make annual reports to the Board of Directors and such other reports as requested by the President or the Board of Directors.

ARTICLE IV - SPECIAL COMMITTEES AND COMMISSIONS

Section 1. Awards Chair oversees nominations and recommendations to the Board of Directors of the recipients for the Honor Administrator Award, Music Education Advocate Award, and the NCMEA Hall of Fame Award.

A. The Honor Administrator Award Committee shall consist of the Awards Chair and three District Presidents, all appointed by the President. The Awards Chair is responsible for advertising the award by submitting information to the Editor of *The North Carolina Music Educator* for publication in both the fall and winter issues, for collecting material documenting nominations, submitting the committee's nomination to the Board of Directors for approval, and for following the Award procedural guidelines

B. The Music Education Advocate Award Committee shall consist of the Awards Chair and three NCMEA members, all appointed by the President. The Awards Chair is responsible for advertising the award by submitting information to the Editor of *The North Carolina Music Educator* for publication in both the summer/fall and winter issues, for submitting the committee's recommendation to the Board of Directors for approval, and for following the Award procedural guidelines

C. The NCMEA Hall of Fame Award Committee shall consist of the Awards Chair, two section chairs, a district president, and the historian, all appointed by the President. The

Awards Chair is responsible for advertising the award by submitting information to the Editor of *The North Carolina Music Educator* for publication in both the summer/fall and winter issues for submitting the committee's recommendation to the Board of Directors for approval and for following the Award procedural guidelines

Section 2. The Scholarships Chair oversees nominations and recommendations to the Board of Directors of the recipients for the NCMEA Barbara Bair Scholarship, the Ruth Jewell Scholarship, and the Bill McCloud Scholarship.

A. The NCMEA Barbara Bair Scholarship Committee shall consist of the Scholarships Chair and three NCMEA members, all appointed by the President. The Scholarships Chair is responsible for advertising the scholarship by submitting information to the Editor of *The North Carolina Music Educator* for publication in both the summer/fall and winter issues, for submitting the committee's recommendation from the applications received to the President, the Executive Director, and the Board of Directors for approval, and notify the recipient. See NCMEA Scholarship Description, Criteria, and Application Form.

B. The Ruth Jewell Scholarship Committee shall consist of the Scholarships Chair and three NCMEA members appointed by the President. The Scholarships Chair is responsible for advertising the scholarship by submitting information to the Editor of *The North Carolina Music Educator* for publication in both the summer/fall and winter issues, for submitting the committee's recommendation for the winner to the President, the Executive Director, the Board or Directors for approval, and notify the recipient. See NCMEA Scholarship Description, Criteria, and Application Form.

C. The Bill McCloud Scholarship Committee shall consist of the Scholarships Chair and three NCMEA members appointed by the President. The Scholarships Chair is responsible for advertising the scholarship by submitting information to the Editor of *The North Carolina Music Educator* for publication in both the summer/fall and winter issues, for submitting the committee's recommendation from the applications received to the President, the Executive Director, and the Board of Directors for approval, and notify the recipient. See NCMEA Scholarship Description, Criteria, and Application Form.

Section 3. The Mini-Grant Committee shall be chaired by the Immediate Past President with three additional members, all appointed by the President. The Chair shall follow the Mini-Grant Description, Criteria, and Application Guidelines and submit their selection(s) to the Finance Committee whose recommendation will be submitted to the Board of Directors for approval.

Section 4. The NCMEA Professional Development Grant Committee shall be chaired by the Representative from the State Department of Public Instruction and four additional NCMEA Board members, all appointed by the President. The Chair shall follow the NCMEA Professional Development Grant Description, Criteria, and Application Guidelines and submit their selection(s) to the Finance Committee whose recommendation will be submitted to the Board of Directors for approval.

Section 5. The In-Service Conference Committee shall consist of an appointed chair and such members as are needed. The Chair is responsible for collecting program information and serves as the facilitator of physical logistics such as space assignments, equipment requests and room set ups, both prior to and during the conference.

Section 6. The Research Committee shall consist of an appointed chair and two additional members. The Chair is responsible for collecting, editing and submitting research articles for publication in *The North Carolina Music Educator* for informing the membership of the most recent research published. The committee is also responsible for planning session(s) for the In-Service Conference.

Section 7. The Arts Coordinators Committee is charged with meeting annually at the In-Service Conference, selecting a chair who will serve for two years in an ex-officio capacity on the Board, contact members and plan activities for the In-Service Conference.

COMMISSIONS

All commission Chairs function within the MENC network.

Section 8. EXCEPTIONAL EDUCATION. The Exceptional Education Chair is responsible for keeping the Association informed concerning state and federal guidelines for exceptional education and for submitting articles for publication in *The North Carolina Music Educator* about research and activity in the arts for special populations. The Chair should work with the Section Chairs to plan session(s) for the In-Service Conference.

Section 9. INFORMATION SERVICE SPECIALIST. The Information Service Specialist is responsible for collecting, editing and publishing *The Directory of North Carolina Music Teachers*.

Section 10. GENERAL MUSIC. The General Music Chair serves as the state liaison to the MENC Society for General Music and is responsible for keeping the Board informed about activities, conferences, and publications related to the implementation of General Music at all levels of the curriculum. The Commission Chair, working with Section Chairs, is responsible for planning activities for the In-Service Conference.

Section 11. MULTI-CULTURAL AWARENESS. The Multi-Cultural Awareness Chair is responsible for keeping the Board informed about activities, conferences and publications related to the uses of music in a multi-cultural society and for working with Section Chairs in planning a minimum of one meeting/session for the In-Service Conference.

Section 12. MUSIC IN OUR SCHOOLS MONTH. The Music in Our Schools Month Chair is responsible for disseminating information to all Board members, ordering a promotional package for MIOSM from MENC through the NCMEA Executive Director, promoting MIOSM through media, collecting and assembling information about North Carolina MIOSM activities and coordinating both the assembly of and acquiring personnel to supervise the NCMEA Booth in the Exhibit Hall at the In-Service Conference.

Section 13. RETIRED MEMBERS. The Retired Members Chair is responsible for informing the Board and the Executive Director of member retirements, for sending announcements of retirements to the Editor of *The North Carolina Music Educator* and for coordinating retired member activities.

Section 14. TEACHER EDUCATION. The Teacher Education Chair serves as the state liaison to the MENC Society for Music Teacher Education and is responsible for keeping the Board informed about activities, conferences, and publications related to teacher education. The Chair, with the Chairs of Higher Education and Research, is responsible for planning activities for the In-Service Conference.

Section 15. TRI-M. The Tri-M Chair must be the advisor of an active Tri-M Chapter and serves to coordinate TRI-M activities at the state level.

Officers Duties

THE EXECUTIVE DIRECTOR

The Executive Director shall be employed by the Board of Directors to execute the daily operations of NCMEA. Compensation and other terms of employment shall be set by the Board of Directors. The Executive Director shall have no executive powers or duties other than those delegated by the President or the Board of Directors. The position is subject to an annual review. The execution of the daily activities of NCMEA shall be vested in the office of Executive Director. The Executive Director shall be a non-voting member of the Executive Committee, the Board of Directors and serve as an ex-officio member of all committees. The Executive Director shall assume control of the funds of the organization, subject to direction by the Board of Directors. He/she shall be bonded in an amount approved by the Board. (Proper liability insurance will cover this bond.) The Executive Director must have computer skills adequate for the efficient operation of all NCMEA activities. The Executive Director must have an office space provided by the Association.

EXECUTIVE DIRECTOR JOB DESCRIPTION

A. Duties Relating to Operations:

1. Execute all decisions of the NCMEA Board and committees as directed by the Board.
2. Maintain close communication with the NCMEA President.
3. Oversee the operation of the NCMEA state office and serve as custodian of all NCMEA owned property.
4. Exercise responsibility for seeing that the operations and activities of NCMEA are in compliance with all federal and state laws and procedures.
5. Maintain adequate amounts of insurance on association owned property and liability insurance on association sponsored activities.

B. Duties relating to Finance:

1. Collect all monies due the NCMEA and deposit same on a timely basis into accounts authorized by the NCMEA Board; pay all bills and demands against NCMEA as authorized by the approved budget or otherwise authorized by the Board; keep accurate records of all receipts and disbursements, using commonly accepted bookkeeping procedures and provide the Board with quarterly Financial Reports; exercise responsibility that all disbursements remain within the authorized budget.
2. Prepare an annual budget for the operations of NCMEA and receive all budget requests which shall be submitted to the Finance Committee for action and recommendation to the full Board. The Executive Director shall be an ex-officio member of the Finance Committee.
3. Execute all contracts and commitments made on behalf of NCMEA as authorized by the Board.
4. Prepare an Annual Financial Report at the close of the fiscal year to be presented to the Board of Directors.
5. Exercise responsibility for filing all financial and tax reports as required by the IRS and other agencies, and for the preparation of an annual audit. Maintain a file of all the Financial Reports.
6. Determine the amount of NCMEA funds deemed in excess of normal operational needs, if any, and invest these funds into vehicles that will earn reasonably safe rates of return.

C. Duties Relating to Publications:

1. Arrange for the printing of NCMEA materials/publications, with the exception of *The North Carolina Music Educator* and the *NCMEA Music Teachers Directory*.
2. Prepare articles and information as needed for publication in *The North Carolina Music Educator*.
3. In early September, inform members of In-Service Conference information available on the NCMEA website.
4. Collect and maintain a library of all NCMEA publications.

D. Duties Relating to Support Services:

1. Keep a file of the minutes of all official meetings as provided by the Recording Secretary.
2. Maintain a data-base file of all active and retired members of NCMEA. This file should include information as to expiration date, teaching area and district affiliation. Information from this date-base should be made available to authorized members as directed by the NCMEA Board.
3. Maintain a file of Financial Reports of all Contests, Festivals, and Clinics and file these on a yearly basis with the auditor.
4. Assist the President with the preparation of the agenda for Board meetings.
5. Distribute notices of meetings to all persons expected to be in attendance at those meetings.
6. Answer, in a prompt and efficient manner, all correspondence and phone calls directed to the office.

7. Maintain an adequate supply of stationery, certificates, plaques, forms and other office supplies as needed.
8. Maintain all office files necessary to accomplish NCMEA goals and activities.
9. Update applications and procedural guidelines for all scholarships and grants on the NCMEA website.

E. Duties Related to the Annual In-Service Conference:

1. Exercise responsibility for the overall arrangements and operations of the Annual Conference.
2. Negotiate and execute all contracts for conference and conference sites, meeting facilities and hotels.
3. Conduct all business with hotels, establish master accounts, and make room reservations for clinicians.
4. Arrange for food functions as authorized by the NCMEA Board.
5. Make hotel reservations for NCMEA President, Editor, clinicians, and others as directed.
6. Coordinate housing through the "Housing Bureau".
7. Exercise responsibility for all phases of Conference Registration to include the publication of the Pre- Registration Form in *The North Carolina Music Educator*, the publication and distribution of a Conference Brochure, the scheduling of Showcase Sessions in cooperation with the exhibitors, the securing of efficient clerical personnel to assist with Conference Registration and the preparation of an accurate accounting of all monies received.
8. Exercise responsibility for all phases of Exhibitor activity, including the sending of reservation forms to all prospective exhibitors (mailing list to be maintained for this purpose) booth assignments according to plan, supervision of exhibitor registration, and placing of exhibitors in assigned booths and the procurement of door prizes.
9. Secure adequate security personnel for all areas related to exhibits and registration.

F. Duties related to NCMEA sponsored clinics, festivals and adjudicated events.

1. Distribute all forms to Site Chairs for use in recording Financial Affairs of the event as follows:
 - a. Instruction form.
 - b. Financial Reporting Form.
 - c. Adjudicator/Clinician Agreement and Reimbursement Request forms (including NCMEA Travel Policy).
 - d. Supply Request and Plaque Request Forms.
 - e. Send Adjudication Sheets, Certificates and Plaques as requested.
 - f. Receive and verify the NCMEA Financial Reporting Forms and pay honorarium to site chairs of various events.
 - g. Compile a summary of all reports for review by the NCMEA Board.

The Executive Director will not be responsible for organizing or conducting sponsored or sanctioned activities.

He/she will not make policy decisions, but will refer such questions to the proper elected officers. The Executive Director is responsible for knowing the policies and practices of the national and state organizations and shall make membership and fiscal decisions in light of these policies.

THE EDITOR

The Editor shall be employed by the Board of Directors to gather, edit, and coordinate the creation, publication and distribution of information about Association activities and policies in The North Carolina Music Educator. The Board shall fix the duties and salary of this position. The Editor shall be an ex-officio member of the Board of Directors.

The President shall appoint a Publications Committee to assist the editor in carrying out his/her duties. The Editor shall carry out the following duties:

1. Supervise the creation, publication and distribution of *The North Carolina Music Educator*.
2. Gather and edit news of interest to the membership, including operational information about Association business and sponsored activities.
3. Coordinate the solicitation of advertising and include such materials in the magazine upon payment of advertising fees.
4. Select news from MENC and from other journals for publication.
5. Cause the following specific information to be gathered and printed:
 - a. Membership information and conference plans
 - b. Contest results and financial statements.
6. Establish and communicate deadlines and procedures for gathering the required information.

The Editor may invite members to submit articles on subjects of special interest and may publish signed articles which do not necessarily represent the opinions of NCMEA. Likewise, the Editor may publish correspondence sent to the magazine which he/she deems stimulating and within the bounds of professional expression, providing such letters are signed.

THE DISTRICT PRESIDENT

The District President is elected by the members of NCMEA working in a geographical district to represent the professional and regional ideas and problems of the district on the Board of Directors. The District Presidents are voting members of the Board of Directors.

Aside from those duties assigned by the Constitution of the District and by its membership, the District President shall carry out the following duties within the framework of the parent organization:

1. Assist the membership Chair in recruiting new members of the Association.
2. Provide membership information to all first-year teachers within their assigned districts.
3. Organize and conduct the District Meeting at the annual conference.
4. Assist the public relations and governmental relations committees.
5. Encourage district festivals, clinics, and other events designed to help students.
6. Keep the NCMEA Board of Directors informed of crisis conditions in the district.
7. Assist in the annual selection process of the Honor Administrator Award by soliciting nominations of candidates from his/her district.

The District President works in the NCMEA structure to promote the professional welfare of music educators and the quality of permeance of the music education effort in the district.

THE COMMISSION CHAIR

The Commission Chair is appointed by the President to form a committee of members to carry out a specific task of information gathering, research, idea development or any other project the Board feels to be in the interest of improving music education or the professional life of music educators.

The Commission Chair joins the Board as an ex-officio member. The Chair is expected to make verbal and written reports to the Board and, at the conclusion of the project, leave written recommendations for action. Direct expense of postage and telephone incurred in the project are to be reimbursed by the Executive Director, subject to review by the Board.

The Board may dissolve a commission on its own or the Chair's recommendation that the project is completed.

THE SECTION CHAIR

The Section Chair is elected by the members of a section to be responsible for the orderly carrying out of the section activities and programs and to represent the interest of the section in the larger business of the Association. The Section Chair is a voting member of the Board of Directors.

Aside from the duties assigned by the Constitution of the specific section and its membership, the Chair shall carry out the following duties within the framework of the parent organization:

1. Cause programs of interest and merit to be planned and offered for section meetings at the annual conference.
2. Recommend to the President performances of high quality for presentation at general sessions.
3. Convey to the Editor, by the appropriate deadline, all news vital to the programs and activities of the Section and the information the Editor is required to print.
4. Place on file with the Executive Director a copy of the Constitution and By Laws of the Section.
5. Report contest ratings to the Editor and the Executive Director.
6. Speak for the Section at all Board meetings, informing the Board of procedural and policy changes within the Section.
7. Keep accurate records of Section business for the use of succeeding chairs.
8. Submit nominations of members for Honorary Life Membership at the Spring Board Meeting.
9. Ensure that the Section's special events treasurers compensate and/or reimburse clinicians in a timely manner.

The Section Chair works in the NCMEA structure to expand the Association's services to all phases of music education and to assure the quality and performance of Section activities.

COLLEGIATE MENC ADVISOR

The Chair of Collegiate Chapter Advisors is appointed by the President to encourage and assist collegiate members and chapters. The term of office is at the discretion of the Board of Directors and the Chair.

Aside from the responsibilities placed on this chair by MENC, the following duties shall be carried out:

1. Represent Collegiate members' interests to the Board.
2. Maintain a roster of chapters and officers.
3. Supervise the creation of a program for students during the year as well as at the annual conference, including the selection of statewide Collegiate officers.
4. Convey to the Editor news about collegiate activities and professional information of special interest to Collegiate members.
5. Assist the Association in recruiting collegiate members and in serving their interests.
6. The Chair is encouraged to attend the national meeting of Collegiate Advisors at MENC Conferences.

HISTORIAN

The Historian is appointed by the President to collect and maintain all information and materials of lasting value pertaining to the history of the North Carolina State Music Teacher Association (NCSMTA), North Carolina Music Educators Conference (NCMEC), and NCMEA.

In addition to or in connection with the above, he/she shall:

1. Keep a list of all Honorary Life Members and their biographies.
2. Keep a listing of Past Presidents and other officers.
3. Cooperate with the MENC Historical Center.
4. Assist with the housing of the permanent records of NCMEA in Jackson Library, UNCG
5. Seek out individuals who may have personal knowledge of the early history of NCSMTA, NCMEC, and NCMEA and obtain from them either written or oral statements for the permanent files.

PARLIAMENTARIAN

The Parliamentarian is appointed by the President to assist the President and members of the Board to conduct the business of the meetings of the Board in an orderly fashion and in accordance with the rules as set forth in *Roberts Rules of Order*.

Updated December 9, 2009 to comply with approved changes approved by the membership at the 2009 In-Service Conference.