

CONSTITUTION AND BY-LAWS OF THE CHORAL SECTION OF THE NORTH CAROLINA MUSIC EDUCATORS ASSOCIATION

CONSTITUTION

ARTICLE I - NAME AND ORGANIZATION

ARTICLE VI - ELECTIONS

ARTICLE II - OBJECT AND FUNCTIONS

ARTICLE VII - MEETINGS

ARTICLE III - MEMBERSHIP

ARTICLE VIII - QUORUM AND VOTING

ARTICLE IV - DUES

ARTICLE IX - ADMENDMENTS AND BYLAWS

ARTICLE V - GOVERNMENT

BY-LAWS

ARTICLE I - DUTIES OF OFFICERS

ARTICLE III - DUTIES OF THE COMMITTEES

ARTICLE II - STANDING COMMITTEES

ARTICLE IV - RULES OF ORDER

ARTICLE I - NAME AND ORGANIZATION

- Section 1. Name: The name of the organization shall be the Choral Section of the North Carolina Music Educators Association in affiliation with the North Carolina Association of Educators and the Music Educators National Conference, which is an affiliate of the National Education Association.

- Section 2. Relationships: This organization shall maintain a close relationship with the North Carolina Music Educators Association, the North Carolina Association of Educators, the North Carolina State Department of Public Instruction, The Music Educators National Conference, the American Choral Directors Association, and the National Association of Jazz Educators and with other organizations devoted to the cause of music education.

ARTICLE II - OBJECTIVES AND FUNCTIONS

- Section 1. Objectives:
 - (a) The advancement of musical concepts and education, choral music in particular, throughout North Carolina on the senior high school level, grades nine (9) through (12); and
 - (b) The fostering of a closer relationship among the choral directors throughout North Carolina, thereby bringing an interchange of ideas beneficial to all.
- Section 2. Functions:
 - (a) The Choral Section shall encourage and promote music education in North Carolina by means of clinics, exchange of concerts, festivals, workshops, joint concerts, institutes, and other activities sponsored or approved by the Choral Section; and
 - (b) The Choral Section shall promote a membership drive each year at the city, county and/or regional levels in an effort to reach and inform all senior high school choral teachers, especially new teachers and those transferring from out-of-state.

ARTICLE III - MEMBERSHIP

- Section 1. Active membership may be granted to any individual engaged in choral music education in North Carolina who is a member of the North Carolina Music Educators Association.
- Section 2. The right to vote, to serve as an adjudicator, or hold office, elective or appointive, is reserved to active/retired members.

ARTICLE IV - DUES

- Active membership in the North Carolina Music Educators Association shall be the only dues requirement in the Choral Section of the North Carolina Music Educators Association.

ARTICLE V - GOVERNMENT

- Section 1. The elective officers of the Choral Section of the North Carolina Music Educators Association shall be a chairperson, a chairperson-elect, a secretary, a choral activities coordinator, an All-State coordinator, an Honors Chorus coordinator and five (5) members-at- large, for a total of eleven (11) elected officers.
- Section 2. The executive committee shall consist of the elective officers and the immediate past chairperson of the Choral Section for a total of twelve (12) members.
- Section 3. The term of office for all elected officers shall be a period of two (2) years.
- Section 4. Vacancies in all elective offices shall be filled upon the recommendation of the executive committee of the Choral Section until an election for the unexpired term is held at the next regularly scheduled general meeting of the membership.
- Section 5. For the purpose of serving current needs in Large Choral activities such as the regional choral festivals, workshops, and solo-ensemble festivals, offered by the Choral Section of the North Carolina Music Educators Association, the state of North Carolina shall be divided into eight (8) regions as follows:
 - Eastern Region #1: Chatham, Durham, Franklin, Granville, Harnett, Johnston, Lee, Orange, Person, Vance and Wake.

- Eastern Region #2: Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Lenoir, Martin, Nash, Northhampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Warren, Washington, Wayne, and Wilson.
- Eastern Region #3: Bladen Brunswick, Carteret, Columbus, Craven, Cumberland, Duplin, Jones, New Hanover, Onslow, Pender and Sampson.
- Central Region #1: Alamance, Caswell, Forsyth, Guilford, Randolph, Rockingham, Stokes, Surry and Yadkin.
- Central Region #2: Anson, Hoke, Montgomery, Moore, Richmond, Robertson and Scotland.
- Western Region #1: Cabarrus, Davidson, Davie, Mecklenburg, Rowan, Stanly and Union.
- Western Region #2: Alexander, Allegheny, Ashe, Burke, Caldwell, Catawba, Cleveland, Gaston, Iredell, Lincoln, Watauga and Wilkes.
- Western Region #3: Avery, Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania and Yancey.
- Section 6. The executive committee and/or the choral section membership by majority vote may combine regions and/or districts or divide existing ones to better serve the needs of teachers and students in choral activities offered by the Choral Section.

ARTICLE VI - ELECTIONS

- Section 1.
 - (a) The chairman elect, the choral activities coordinators, the secretary, the All-State coordinator and the Honors Chorus coordinator shall be elected by secret ballot in even-numbered years at the fall In- Service Conference. The outgoing chairperson-elect shall automatically succeed to the office of chairperson. Installation of said officers shall precede adjournment of this Conference.
- Section 2.
 - (a) An elections/nominations committee appointed by the executive committee shall prepare a slate of candidates who have consented to serve. The slate of officers to be elected shall be presented to the membership at All-State. The slate should be racially balanced and represent a cross-section of the state membership;
 - (b) Additional nominations may be made by the Elections Committee and/or from the floor by any active member at the All-State meeting.;
 - (c) Voting shall be done by secret ballot at the Fall In-Service Conference during the business meeting. Official action will result from a simple majority of the ballots cast.

ARTICLE VII - MEETINGS

- Section 1. The Choral Section of the North Carolina Music Educators Association shall meet bi-annually as determined by the membership. Additional meetings may be approved at either of these regularly scheduled meetings.
- Section 2. The executive committee shall meet upon the call of the chairperson and must meet prior to the two regularly scheduled meetings at the Fall In-Service Conference and the All-State Choral Festival. A quorum of six (6) members of this committee shall be required for the transaction of business.

ARTICLE VIII - QUORUM AND VOTING

- Section 1. A quorum shall consist of members registered and present at either of the regularly scheduled meetings or any of the additional approved meetings.
- Section 2.
 - (a) The election of all officers shall be by secret ballot only;
 - (b) All other business shall be voted upon by a counted show of hands or, upon request of an active member present, by secret ballot.
- Section 3. A mail ballot may be conducted at the discretion of the executive committee or at the request of the members present. Official action may result from a simple majority of the mail vote returned.

ARTICLE IX - AMENDMENTS AND BY-LAWS

- Section 1. The Constitution and By-Laws of the Choral Section of the North Carolina Music Educators Association may be amended first with the approval of the executive committee followed by the approval of two-thirds (2/3) of the membership present at either of the two regularly scheduled meetings.
- Section 2. The Constitution and By-Laws may be added to or deleted from upon the approval of the executive committee and with the approval of two-thirds (2/3) of the membership present at either of the two regularly scheduled meetings.
- Section 3. Proposed amendments to the Constitution must be submitted by mail to the entire membership at least thirty (30) days prior to a regularly scheduled meeting.

By-Laws

ARTICLE I - DUTIES OF OFFICERS

- Section 1. The chairperson shall:
 - (a) Preside at meetings of the Choral Section;
 - (b) Enforce due observance of the constitution and by-laws and standing resolutions;
 - (c) Call meetings of the executive committee;
 - (d) Appoint committees not otherwise provided for in the constitution;
 - (e) Provide the committees the necessary information pertaining to the carrying out of their responsibilities;
 - (f) Secure guest conductors for Honors Choruses and All-State Choruses
 - (g) Plan agenda for the Fall In-Service Conference including securing clinicians and performing ensembles
 - (h) Serve on the North Carolina Music Educators Association Executive Board
 - (i) Prepare articles and submit all reports and materials from the choral section to the editor of the North Carolina Music Educator in a timely manner.

When an immediate decision is necessary, the chairperson shall be empowered to act with the concurrence of the executive committee.

- Section 2. It shall be the duty of the chairperson-elect to perform all the duties of the chairperson in the event of the absence of the chairperson.
- Section 3. The immediate past chairperson of the Choral Section shall serve as consultant to the active chairperson and shall perform such other duties as are assigned by the active chairperson and the executive committee.
- Section 4. The secretary shall keep minutes of all meetings and shall furnish the editor of the North Carolina Music Educator a summary of said minutes for immediate publication; shall maintain an active membership list, and shall perform other duties as directed by the chairperson and/or the executive committee.
- Section 5. The choral activities coordinator shall:
 - (a) Oversee the planning and the execution of all the district and regional choral activities
 - (b) Appoint a chairperson of each district and regional event and instruct said chairperson as to their duties
 - (c) Determine and assign adjudicators for district and regional choral activities
 - (d) File a complete financial report with the NCMEA Executive Director and furnish a copy of Financial report to the Choral Section
 - (e) Furnish the Choral Section chairperson the results of the district and regional events for publication in the North Carolina Music Educator
 - (f) Serve as editor of The Chorale, the bi-annual newsletter of the choral section

- (g) Submit changes to the Constitution, By-Laws, and Rules and Regulations to the NCMEA Executive Director for inclusion in the NCMEA Handbook.
- Section 6. The All-State coordinator shall:
 - (a) Work with the executive committee and the Choral Section membership in planning the annual All-State Choral Festival
 - (b) Select locale and dates for said event
 - (c) Secure necessary equipment and materials and accompanist(s) for said event
 - (d) Determine rehearsal and performance schedules
 - (e) Determine student quotas from each school
 - (f) Establish deadline dates for withdrawals and refunding of monies
 - (g) Establish all rules and regulations governing student and teacher participation in said event
 - (h) Oversee the execution of said event
 - (i) Furnish the Choral Section chairperson a summary of said event as well as a copy of the complete financial report filed with the NCMEA Executive Director within sixty (60) days
 - (j) Report on said event at the following NCMEA In-Service Conference
- Section 7. The executive committee shall:
 - (a) administer the business and educational affairs of the Choral Section and have responsibility for its general policies and program of activities;
 - (b) fill vacancies in offices by temporary appointments pending regular elections;
 - (c) have supervision in matters pertaining to the geographic regions of the Choral Section;
 - (c) Have supervision in matters pertaining to the geographic regions of the Choral Section;
 - (d) Recommend/select repertoire for the Honors and All-State Choruses
 - (e) Serve as the Rules and Regulations committee
 - (f) Appoint an elections committee
- Section 8. The Honors Chorus coordinator shall:
 - (a) Work with the executive committee and the Choral Section membership in planning the annual Honors Chorus
 - (b) Secure necessary equipment and materials and accompanist(s) for said event
 - (c) Secure adjudicators and audition sites
 - (d) Determine rehearsal and performance schedules
 - (e) Establish deadline dates for withdrawals and refunding of monies
 - (f) Establish all rules and regulations governing student and teacher participation in said event
 - (g) Oversee the execution of said event
 - (h) Furnish the Choral Section chairperson a summary of said event as well as a copy of the complete financial report filed with the NCMEA Executive Director within sixty (60) days
 - (i) Report on said event at the following All-State Festival

ARTICLE II - STANDING COMMITTEES

- Section 1. The music list revisions committee shall consist of at least six (6) members of the Choral Section on the senior high school level appointed by the Choral Section Chairperson.
- Section 2. The constitution committee shall consist of at least three (3) members appointed by The Choral Section Chairperson.
- Section 3. The elections/nominations committee shall consists of at least three (3) members appointed by the executive committee of the Choral Section.
- Section 4. The rules and regulations committee shall consist of the executive committee of the Choral Section.
- Section 5. The educational affairs committee shall consist of three (3) members representing a cross-section of the state appointed by the executive committee of the Choral Section.

ARTICLE III - DUTIES OF THE COMMITTES

- Section 1. The music list revision committee shall review annually the results of the regional and district choral activities, as well as new releases from the various music publishers, and make recommendations for

deletions or additions to the existing choral festival list, specifically those lists for the regional choral festival. This committee will be responsible for current choral lists being included in each edition of the North Carolina Music Educator. This committee shall furnish copies upon request of said information to the general membership.

- Section 2. The constitution committee shall review annually the constitution and by-laws and make recommendations for revisions and/or amendments.
- Section 3. The elections committee shall supervise all elections to the end that only active members shall cast secret ballots. It shall also be the duty of this committee to count the votes and announce the results.
- Section 4. The rules and regulations committee shall be charged with enforcing the existing rules and regulations governing the district solo and small ensemble festivals, the regional choral festivals and workshops, the All-State Choral Festival, and all other activities sponsored by the Choral Section, and in making recommendations to the membership for revision of said activities, rules and regulations. This committee will be responsible for current rules and regulations being included in each edition of the North Carolina Music Educators Association Handbook. In addition, this committee shall furnish upon request copies of said information to the general membership.
- Section 5. The educational affairs committee shall:
 - (a) Inform the membership of impending legislation, local, state, and national, which relates to the Choral Section
 - (b) Work closely with the North Carolina State Department of Public Instruction arts consultants
 - (c) Utilize MENC, ACDA, and NCAE as resources

ARTICLE IV - RULES OF ORDER

Roberts Rules of Order Revised shall govern all business meetings of the Choral Section in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the special rules of order of the Choral Section.