

**CONSTITUTION AND BYLAWS OF
THE HIGHER EDUCATION SECTION
OF THE
NORTH CAROLINA MUSIC EDUCATORS ASSOCIATION**

ARTICLE I - NAME AND RELATIONSHIPS

Section 1

- Name: The name of the organization shall be The Higher Education Section of the North Carolina Music Educators Association.

Section 2

- Relationships: This organization shall be the official Higher Education Section of the North Carolina Music Educators Association, a state affiliate of the National Association for Music Education (NAfME), and shall maintain a close relationship with the North Carolina State Department of Public Instruction and other organizations devoted to advocating for music education at all levels of education and in the larger community.

ARTICLE II - OBJECTIVES AND FUNCTIONS

Section 1

- Objectives:
 - a) The advancement of Music Education throughout North Carolina.
 - b) The fostering of viable relationships among North Carolina college/university Music faculty and public-school Music teachers.

Section 2

- Functions:
 - a) The Higher Education Section shall encourage and promote Music Education in North Carolina by means of seminars, meetings and other activities concerning the training of teachers and transfer of credit from junior/community colleges.
 - b) The Higher Education Section shall encourage membership of Music Educators from higher education institutions in North Carolina.

ARTICLE III - MEMBERSHIP AND DUES

Section 1

- Active membership is granted to any individual engaged in teaching in any of the Higher Education Institutions of the State of North Carolina and who is a member of the North Carolina Music Educators Association.

Section 2

- The right to vote, to serve as adjudicator, or to hold office is reserved for active members.

Section 3

- There are no dues other than the dues requirement of the North Carolina Music Educators Association.

ARTICLE IV - OFFICERS

Section 1

- The elected officers of The Higher Education Section of the North Carolina Music Educators Association shall be:
 - a) one (1) chairperson, one (1) chairperson-elect, one (1) secretary, and two (2) members-at-large for a total of five (5) elected officers, who shall be known as the Executive Council. If possible, the Executive Council shall have representation from public and private community colleges and four-year institutions including historically black colleges and universities, and from administration and general faculty.
 - b) In addition, the Executive Council shall include the Research and Teacher Education chairpersons (appointed by the NCMEA President) as ex-officio members in order to include their input and represent those interests in the Higher Education Section.

Section 2

- The term of office for all elected officers shall be a period of two (2) years.
- The term of appointment for the Teacher Education and the Research Chairpersons is two years; however, persons serving in these positions may be reappointed at the discretion of the NCMEA President.

Section 3

- Vacancies in all elective offices shall be filled upon recommendation of the Executive Council of The Higher Education Section until an election for the unexpired term is held at the next regularly scheduled general meeting.

ARTICLE V - ELECTIONS

Section 1

- The two members-at-large shall be elected by secret ballot in odd-numbered years at the annual Professional Development Conference. Installation of these officers shall precede adjournment of this conference.
- The Chairperson-Elect and the Secretary shall be elected by secret ballot in even-numbered years at the annual Professional Development Conference.
- The former Chairperson-Elect shall assume the office of Chairperson preceding adjournment of the annual Professional Development Conference in even-numbered years.

Section 2

- A nominating committee composed of the Executive Council shall prepare a slate of candidates for the offices to be elected which shall be presented to the membership.
- Additional nominations may be made from the floor by any active member.

ARTICLE VI - MEETINGS

Section 1

- The Higher Education Section of the North Carolina Music Educators Association shall meet annually at the Professional Development Conference. Additional meetings may be called as needed with 30 days notification.

Section 2

- The Executive Council shall meet upon the call of the chairperson and must meet prior to the regularly scheduled meeting at the Professional Development Conference. A quorum of three (3) members of this council shall be required for the transaction of business.

ARTICLE VII - QUORUM AND VOTING

Section 1

- A quorum shall consist of those active members present at any meeting as specified in Article VI, Section 1.

Section 2

- The election of all officers shall be by secret ballot only.
- All other business shall be voted upon by a counted show of hands unless there is a request for a secret ballot by an active member.

ARTICLE VIII - AMENDMENTS AND BYLAWS

Section 1

- The constitution and/or by-laws of The Higher Education Section of the North Carolina Music Educators Association may be amended, added to, or deleted from with the approval of the Executive Council, and then by the approval of two-thirds (2/3) of the membership present at a regularly scheduled meeting.

Section 2

- Proposed amendments to the constitution must be submitted via mail or e-mail to the entire Higher Education NCMEA membership at least thirty (30) days prior to a regularly scheduled meeting.

BY-LAWS
ARTICLE I - DUTIES OF OFFICERS

Section 1

- The chairperson shall preside at meetings of The Higher Education Section, enforce due observance of the constitution and By-Laws and standing resolutions, and call meetings and appoint committees not otherwise provided for in the constitution. The chairperson shall provide the committees the necessary information pertaining to the carrying out of their responsibilities. When an immediate decision is necessary, the chairperson shall be empowered to act with the concurrence of the Executive Council.

Section 2

- It shall be the duty of the chairperson-elect to assist the chairperson and 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 Higher Education Section shall serve as consultant to the active chairperson.

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, a copy of which shall be furnished to members on request; and shall perform other duties as directed by the chairperson and/or the Executive Council.

Section 5

- The Executive Council shall:
 - a) administer the business and educational affairs of The Higher Education Section and fulfill responsibilities for its general policies and program of activities;
 - b) fill vacancies in offices by temporary appointments pending regular elections;
 - c) plan and develop effective means of promoting Music Education;
 - d) fix the time and place of the annual meetings and cooperate with the chairperson in planning the details of such meetings;
 - e) serve as a nominating committee and conduct elections on a regular basis.

ARTICLE II – AD HOC COMMITTEES

Section 1

- As needed, the Higher Education Section chairperson may appoint a Constitution Committee consisting of at least two (2) members in order to review periodically the Constitution and By-Laws, and make recommendations for revisions and/or amendments.

Section 2

- As needed, the Higher Education Section chairperson may appoint a Membership Committee consisting of at least two (2) members in order to:
 - a) conduct annual state-wide membership drives in an effort to reach and inform music educators from the North Carolina institutions of higher education of the

advantages of membership in The Higher Education Section of the North Carolina Music Educators Association, and

b) compile and revise bi-annually a *Directory of Music Faculty in North Carolina Institutions of Higher Education*.

Section 3

- As needed, the Higher Education Section chairperson may appoint an Education Affairs Committee consisting of six (6) members representing a cross-section of the state: two (2) on the junior/community-college teaching level and four (4) on the senior-college teaching level in order to:
 - a) inform the membership of impending legislation, local state and national, which relates to The Higher Education Section; and
 - b) conduct a continuing curriculum study through which there can be a mutual exchange of ideas, and by which recommendations can be made with respect to matters of concern for institutions of higher education.

ARTICLE III - RULES OF ORDER

Roberts Rules of Order Revised shall be the parliamentary authority for NCMEA on matters not governed by *Cannon's Concise Guide to Rules of Order* or the Constitution, Bylaws or Policies and Procedures of NCMEA.