

KANSAS MUSIC EDUCATORS ASSOCIATION

Southeast District

HANDBOOK



EDUCATORS ASSOCIATION

TABLE OF CONTENTS

Southeast District Counties.....4

By-laws

Article I - Name.....4

Article II - Objective.....4

Article III - Membership and Dues.....4

Article IV - Government.....4

Article V - Elections.....5

Article VI - Terms of Office.....6

Article VII - Re-Election.....6

Article VIII- Administrative Officers.....6

Article IX - Meetings.....7

Article X - Affiliations.....7

Article XI - Limitations of Responsibilities of the Officers.....7

Article XII - Fiscal Year.....7

Article XIII - Rules of Order.....7

Article XIV - Amendments.....7

**KANSAS MUSIC
EDUCATORS ASSOCIATION**

Southeast District

BY-LAWS

Southeast District:

Includes the following counties: Allen, Anderson, Bourbon, Chautauqua, Cherokee, Coffey, Crawford, Elk, Greenwood, Labette, Linn, Montgomery, Neosho, Wilson, and Woodson.

By-Laws of Southeast District Kansas Music Educators Association

Article I – Name

The corporation name of this association is the Kansas Music Educators Association-Southeast District.

Section 1 – NAFME – The National Association of Music Education

The Southeast District is part of the Kansas Music Educators Association (KMEA) and it shall function as the affiliated state unit of NAFME.

Section 2 - SEKMEA Boundaries

Southeast District KMEA includes the following counties in Southeast Kansas: Allen, Anderson, Bourbon, Chautauqua, Cherokee, Coffey, Crawford, Elk, Greenwood, Labette, Linn, Montgomery, Neosho, Wilson, and Woodson.

Article II – Objective

The objective of this association is the advancement of music education.

Article III – Membership and Dues

Section 1 – Active Membership

Active membership shall be open to people who are members of NAFME/KMEA and are retired and/or teach in the Southeast District KMEA. Active membership shall provide the privileges of participation in the activities of the association including the right to vote, to hold office and admission to the meetings of the association.

Article IV – Government

Section 1 – Officers

The officers of the KMEA Southeast District shall be a President, President-Elect, and Vice President. Each term is for two years, making a total of 6 years of service. These duties shall be as follows:

- A. President – The President shall preside at Southeast District business meetings and meetings of the Board of Directors. The President shall have the power to

appoint resource persons and committees not otherwise provided for in the bylaws, shall be responsible for the planning of the Southeast Districts' Mini-Conventions, and perform all other duties pertaining to the office. The President has the authority to appoint Board positions (other than President) if they are vacated before their term is finished.

B. Vice President – The Vice President, who shall be the immediate past president, shall serve as advisor to the President, shall have such other duties as may be assigned by the President or the Board of Directors, and assume the duties of the President in the case of disability or absence of the President.

C. President-Elect – The President-Elect shall assist the President in an advisory capacity, and have such other duties as may be assigned by the President or Board of Directors.

Section 2 - Succession to the Presidency

If a District officer cannot complete the prescribed term due to incapacitation, vacation of post, resignation, change of residence outside of the prescribed District of election, or other reason, the position will be considered vacated. The order of succession will be as follows:

A. President - If the Presidency is vacated during the first year of the presidential term (before March 1 following assuming the office), the presidency will be filled by the Vice President, and the District will continue without a Vice President until the normal succession of officers. If vacation occurs during the second year of the presidential term (on or after March 1 following assuming the office), the presidency will be filled by the President-Elect, and the President-Elect will complete the duties of President and President-Elect until succession to the presidency occurs on the following March 1.

B. Vice President - If the office of Vice President is vacated, that position shall remain empty until assumed at the appropriate time by the President.

C. President-Elect - If the office of President-Elect is vacated for a reason other than to assume the Presidency (as described above), the office will be filled by the candidate who was not elected to the President-Elect position from the previous election. If that person is unwilling or unable to assume the office, the President will call for a vote of the membership to elect a new President-Elect within 90 days of the vacation by the President-Elect position.

Section 3 - Removal from Office

Any officer or employee of SE KMEA may be removed from his/her position for reason of incapacity, unfitness for office or non-confidence by a 2/3 majority vote of the SE KMEA Board of Directors.

Section 4 – Executive Committee

The Executive Committee of the Southeast District Kansas Music Educators Association shall be composed of the President, Vice President, President-Elect, and the Executive Director of the association. The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that body.

Section 3 – Board of Directors

The Board of Directors of the Southeast District KMEA shall be composed of the President, President-Elect, Vice President, and the Chairs of the Honor Groups. (High School Band, High School Choir, High School Jazz Band, High School Orchestra, Middle School Band, Middle School Choir, and Elementary Choir). The Board of Directors will be the sole group voting on district policy and;

- A. Administer and be responsible for the business management, educational affairs, and operation of the Southeast District KMEA, and for the management and control of the funds thereof;
- B. Have the responsibility for the Southeast District KMEA general policies and program of activities;
- C. Hire an Executive Director, prescribe duties and compensation and have full supervision and control of actions taken by the Executive Director;
- D. Have fiduciary responsibility for the District.

Article V – Elections

Section 1 – Nominating Committee

The nominating committee shall consist of the members of the SE KMEA Executive Committee. The nominating committee shall secure the names of candidates for the office of President-Elect and Assistant Chairs of the Honor Groups. These names will be submitted to the Board of Directors for approval and will be voted on during November and/or December of the election year.

Section 2 – District Election of Officers

An election shall be held on-line during the months of November and/or December in each even-numbered year for the purpose of electing district President-Elect and Assistant Chairs of the High School Honor Groups (High School Band, High School Choir, High School Jazz, and High School Orchestra), and Chairs of Middle School Band, Middle School Choir, and Elementary Choir. The candidate receiving the most votes shall be elected.

Section 3 – Eligibility to Vote

Only a person holding a current active NAFME/KMEA membership and teaching in or retired from a school in the Southeast District shall be eligible to vote.

Article VI – Terms of Office

Section 1 – President

The President serves for a term of two years, following their term of 2 years as President-Elect, beginning with the first day of the first month following the close of the annual State In-Service Workshop held on odd numbered years. After serving two years as president-elect; two years as president; this person will then serve two years as vice president for a total of six years for their term of service.

Section 2 – President-Elect

The President-Elect shall serve for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on odd numbered years. The President-Elect then succeeds to the Presidency for a term of two years.

Section 3 - Vice President

The Vice President shall serve for a term of two years, after their term as President, beginning with the first day of the first month following the close of the annual State In-Service Workshop.

Section 3 – District Chairpersons

The Chairs for High School Band, Choral, Jazz, Orchestra; Middle School Band and Choral; and Elementary Choral shall be voted in as Assistant Chairs with the President-Elect. They will serve as Assistant Chairs for two years and be non-voting members of the board. Then, for two years, they will serve as the District Chairs of the group and voting members of the Board.

Section 4 – Other Board Members

Site Coordinators, Mentor Chair and Music Advocacy Chair are all appointed and will serve for as long as deemed necessary by the state and the District President. These members will not vote on policy.

Article VII – Re-Election

District Officers may not be re-elected to succeed themselves, but may be returned to the same office after a period of one or more terms have elapsed.

Article VIII – Administrative Officers

The Southeast District shall have the following Administrative Officer:

Section 1 – Executive Director

The Executive Director is the chief professional administrator of the Southeast District and is responsible through the District President to the Board of Directors, operating within the by-laws of KMEA and within the policies established by the Board of Directors. In the event of a resignation or incapacitation, executive director candidates shall be nominated by the voting members of the Southeast District Board. After discussion, the voting members of the board will vote for the best candidate for the position with the majority of the vote resulting in the new executive director. The current president shall assume the duties of the executive director if that person becomes incapacitated or resigns until the position is filled by the board. The Executive Director is 'to serve at the pleasure of the District President.

Section 2 - Technology/Website Manager

The technology/website manager shall be responsible for maintaining and updating the district website.

Article IX – Meetings

Section 1 – Board of Directors

The Board of Directors shall meet annually and at the call of the President or upon the joint request of not less than three members of the Board of Directors. A quorum of not less than six members of the Board shall be required for the transaction of business. Authority for emergency or quick action by the Board of Directors may be secured by email or phone and action thus taken shall be effective immediately.

Section 2 - Executive Committee

The Executive Committee shall meet at the call of the President and/or the Executive Director. A quorum of all members of the Executive Committee shall be required for the transaction of business. Emergency action may be taken by the Executive Committee and all action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors.

Article X – Affiliations

Section 1 – Affiliations

Such affiliations as set forth above shall not restrict or alter these by-laws, nor shall such affiliations alter the status of the Southeast District KMEA in its affiliated organizations, nor operation and activities thereof, nor the rights and privileges of individual members as herein set forth.

Article XI – Limitations of Responsibilities of the Officers

The authority and responsibility for the management of the good will and credit of the association is vested in the Board of Directors, but it is expressly understood that neither the Board of Directors nor any member thereof, nor any salaried officer, nor any member of the association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits, or from authorized activities of the organization carried out in good faith in pursuit of the objectives, purposes, and activities or authorized by KMEA.

Article XII – Fiscal Year

The fiscal year of the Southeast District KMEA shall be the same as the state and shall be from July 1 to June 30.

Article XIII – Rules of Order

Roberts rules of Order – Newly revised shall govern in all business meetings of the Southeast District KMEA.

Article XIV – Amendments

The by-laws may be altered or amended by an approving vote of two-thirds of the active members voting at the December Mini-Convention annual business meeting provided formal notice of such contemplated alteration or amendment shall be given by e-mail or posted on the district website to all active members sixty days before the annual business meeting or, the by-laws may be altered or amended by an approving vote of two-thirds of the active members voting at the annual December Mini-Convention business meeting, provided the alteration or amendment has the approval of the Board of Directors and formal notice of such contemplated alteration or amendment shall have been given to the active members attending the annual convention at least twenty-four hours before the annual business meeting.