

National Association for Music Education Collegiate  
Eastern Illinois University  
Chapter 130

Constitution/Member Packet

**EIU NAfME Collegiate Executive board**

*Fall 2016 - Spring 2017*

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**Constitution and Statement of Purpose**  
National Association for Music Education Collegiate  
Eastern Illinois University  
Chapter 130

*Written by Jacob Stouffer (2003)*

*Amended and revised by Ingrid Gross (2018)*

**Article I**

**Name and Affiliations**

**Section I: Name**

The name of this organization is the *Eastern Illinois University Chapter of the National Association for Music Education, Chapter 160*. It may also be referred to or known as, “EIU NAfME Collegiate” or “NAfME.”

## **Section II: Affiliations**

EIU NAfME is an affiliated chapter of the Illinois Music Educators Association (**IMEA**) and the National Association for Music Education (**NAfME**).

### **Article II**

#### **Mission Statement**

This chapter's mission is to provide the best pre-professional experience in the field of music education in the state of Illinois and to advance the cause of music education through outreach on the campus of Eastern Illinois University, the university community, and the surrounding regional, state, and national communities.

### **Article III**

#### **Membership**

## **Section I: Active Membership**

Active membership in EIU NAfME Collegiate with the right to vote and to hold office will be open to persons engaged in music education or other music-related majors at Eastern Illinois University. Annual dues will be the amount stipulated for NAfME membership, plus the amount specified as chapter dues in the EIU NAfME constitution. It is a requirement for each music education student to obtain one (1) academic year of membership in NAfME Collegiate.

## **Section II: Attendance Requirements**

All active members will be required to attend at least eighty percent (80%) of the "Chapter Meetings" to continue their active status. **Upon completion of one (1) year of active membership attendance and service hours, a member will receive a certificate of completion and active participation.**

### **Section III: Service Hours**

Each member will be required to obtain a minimum of four (4) service hours for each semester they wish to remain an active member. Service hours *will not* consist of: required projects within the university, NAfME chapter itself, projects not pertaining to music education, or anything not approved by the advisor. Service hours *will* consist of: projects approved by the advisor. The recording of the service hours required by all members will be the responsibility, first and foremost, of the NAfME member, later to be recorded by the vice president. Each member will receive a sheet of paper with appropriate instructions of how to record their service hours throughout the semester. Service hours must be accounted for and signed by the advisor or the individual who presides over said project. **Failure to complete the required amount of service hours, abiding by the rules set forth above, by the date established by the advisor and executive board will result in the loss of active membership for the academic year.**

### **Section IV: Scheduling of Meetings**

The president and executive board will establish meetings and meeting times at the beginning of each semester. Required service events will be announced no less than fourteen (14) days in advance.

### **Section V: Emergency Cases**

If it so happens that an official NAfME guest speaker, service project, or event is cancelled due to unusual circumstances or an emergency and cannot be rescheduled, each member will receive free attendance credit for the given event. The “free attendance credit” cannot be applied to any other NAfME event. The advisor and NAfME president, in conjunction with the executive board, are the only people assigned this power.

## **Article IV**

### **Executive Board**

### **Section I: Officers**

The executive board must consist of a president, vice president, treasurer, and secretary. All positions must be filled before the next academic term begins.

## **Section II: President**

It will be the duty of the president to preside over all meetings of EIU NAfME and to enforce due observance of EIU NAfME Constitution and Bylaws. Also, to exercise a general supervision over the affairs of EIU NAfME; with concurrence of the executive board to have the power to make emergency decisions; to appoint all committees not otherwise provided for and to serve as ex-officio member of each; and to keep standing, communicative relationships with the NAfME chapters of Illinois. The president will represent EIU NAfME in all matters pertaining to its relationship with the National Association for Music Education (NAfME), NAfME Collegiate, and the Illinois Music Educators Association.

## **Section III: Vice President**

The vice president will assume the duties of the president in the event of the disability, resignation, or absence of the president. The vice president will also be responsible for the advertising of meetings and upcoming events through appropriate and professional signage. Additionally, the vice president will work with the faculty advisor and executive board to create outreach opportunities for the EIU NAfME, and provide a system of obtaining and recording service hours. The vice president will have other duties as assigned by the president.

## **Section IV: Treasurer**

It will be the duty of the treasurer to collect all money due to EIU NAfME, to pay bills incurred by EIU NAfME, and to present a written report of the transactions of their office to the chapter members. Please note that the treasurer should not have any money belonging to the chapter in their possession. This responsibility belongs to the NAfME advisor. The treasurer will have other duties as assigned by the president.

## **Section V: Secretary**

It will be the duty of the secretary to take and distribute minutes of EIU NAfME at the designated meetings and events. The secretary will also take and keep record of attendance for every meeting or event. The secretary will have other duties as assigned by the president.

## **Section VI: Chain of Command**

One member of the EIU Music Education faculty will be assigned the position of “advisor.” The advisor will work with the executive board to perpetuate the purposes of the organization and to keep the executive board and the organization running efficiently. He/She will be responsible for any money that belongs to the organization and will keep track of it at all times. This faculty member has direct control of the executive board and the organization as a whole in order to ensure, at all costs, that all collegiate members are receiving high quality pre-professional experience and knowledge.

## **Article V**

### **Elections**

#### **Section I:**

Elections will be held during the last regular meeting of the academic year. **Sixty-six percent (66%) of the active membership must vote for the election to be valid.**

#### **Section II:**

Elections will be held by secret ballot and all candidates for a position will be allowed to speak briefly on their candidacy. The other candidates for the position will wait in a room separate from the meeting room and cast their votes by secret ballot.

#### **Section III:**

The candidate for a position will be required to serve a full academic year term immediately following their election. Candidates who cannot serve the full term requirement will be eliminated from the election process. Also, candidates must have two semesters of NAfME experience (this includes the semester in which elections take place).

#### **Section IV:**

The order for elections will be as follows: president, vice president, treasurer, and secretary. Any active NAfME member may run for more than one office but may not serve in more than one office.

#### **Section V:**

All positions must be filled during elections. If any position remains open, nominations will be taken and a majority vote will elect the new officer into service. The nominees *must* meet the criteria for election stated in Sections III and IV.

#### **Section VI:**

Officers on the executive board will be subject to re-election following their academic year term. This includes interim officers filling a vacancy due to resignation. The interim officers will only complete the term of the officer they replaced and will have to be re-elected following the criteria for election stated in Article V.

#### **Section VII:**

Officers may be removed if they commit an act, as defined by the state of Illinois or Eastern Illinois University, which would put them in poor judicial standing or affect their right to teach in the state of Illinois.

### **Article VI**

#### **Finance**

#### **Section I: Account Balance**

This is a non-profit organization and will not hold a specific account balance. Any money acquired over an academic year will be applied to a service project or conference event.\

## **Section II: Chapter Dues**

Chapter dues will be five dollars (\$5.00) in addition to the cost of NAfME Collegiate membership. Changes in the amount of dues will be announced no later than the final meeting of the academic year. (The year *before* the new dues will take effect.)

## **Section III: Monetary Needs**

In the event that a need for monetary resource arises, (i.e. the chapter attends a conference, holds a conference, or pays for a service project), fundraising will be allowed. Fundraisers may be held at the discretion of the NAfME advisor.

## **Section IV: Regarding Fundraising vs. Service Hours**

Attending, helping out at, or helping supply materials for a fundraiser *does not* count toward the accumulation of required service hours. However, it will be required of *all* members to participate in *all* fundraisers. How much participation required will be at the discretion of the advisor in conjunction with the executive board.

## **Article VII**

### **State Convention**

#### **Section I:**

It will be strongly encouraged of all members to attend at least one state convention during their time in EIU NAfME. This convention provides an invaluable opportunity for off-campus pre-professional development and *should* be attended by all members on a yearly basis. For this activity to count for attendance credit toward a regular NAfME meeting, a member must attend a predetermined number of activities at the convention as specified by the executive board no less than one month prior to the conference.

**Section II:**

It will be required of the executive board to attend *no less than one day* of the IMEA state convention during their term in office.

**Article VIII**  
**Bylaws**

Bylaws may be amended by no less than a two-thirds (2/3, 66%) vote of the active membership. Notice of such proposed amendments must be announced or otherwise made known to the membership no less than one meeting prior to the voting. The vote may also be taken by absentee ballot. All changes will be made by secret ballot. This will be tabulated by the vice president.

**NOTE:**

**To gain department and state approval to student teach, the requirements listed in this constitution must be met.**

*(PLEASE DETACH, SIGN, AND TURN IN TO THE SECRETARY.)*

I, \_\_\_\_\_, have read and fully understand the terms and conditions laid out by the Eastern Illinois University NAME Constitution and Bylaws. I understand that I am responsible for knowing the information in this constitution and by signing this form I am stating that I read this packet in full and agree to abide by the rules contained therein.

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MEMBER SIGNATURE

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DATE