



Washington Music Educators Association Bylaws

Adopted February 2012

Serving All Music Educators

ARTICLE I – Membership and Dues

Section 1 – Active Membership

Any person eligible for membership in NAFME may become an active member of the Association upon payment of the annual dues. Active members whose dues are fully paid shall have the privilege of voting. The annual state dues will be set at one-half (1/2) the dues for membership in NAFME, provided that state dues will not be lowered without consent of the WMEA State Assembly.

Section 2 – Collegiate Membership

Any regularly enrolled college student may become a collegiate member of a duly authorized WMEA Collegiate chapter upon payment of the annual dues as determined by NAFME and the WMEA Executive Board. Collegiate members are entitled to full active status with the exception of voting, holding elective office and receiving publications other than *Voice*.

Section 3 – Associate Membership

Any firm, institution, school, individual or club desiring to contribute to the support of WMEA may become an associate member upon payment of the annual dues as determined by the Executive Board. Associate membership shall entitle one person from the firm, institution, school or club to the rights and privileges of active membership in WMEA with the exception of voting and holding office on the Executive Board.

Section 4 – Retired Membership

Retired membership is open to any person upon retiring through any Teachers Retirement system upon payment of the annual dues as determined by the Executive Board. Annual dues shall be set at one-half of Active Membership Dues. Retired members are entitled to full active status.

Section 5 – Introductory Membership

A one year introductory membership shall be open to graduating collegiate chapter members who are entering their first year of music teaching or related education work and qualify for NAFME introductory membership. This membership covers all privileges of active membership with the exception of holding office on the Executive Board. Annual dues shall be set at one-half the amount of Introductory Membership Dues in NAFME.

Section 6 – Subscription to *Voice*

Membership dues shall include \$25 designated for the subscription to *Voice* magazine.

ARTICLE II – Government

Section 1 – Administrative Authority

Government of the Association shall be vested in an Executive Board, consisting of the Executive Officers, Curriculum Officers, Collegiate WMEA President and Ex-Officio members. Regional Presidents are advisory to the Executive Board. The executive authority for the administration of the affairs of the Association shall be vested in the President, in consultation with the Executive Board.

Section 2 – Executive Board

The Executive Board may assign specific duties to the Executive Officers, The Collegiate WMEA President and the Curriculum Officers. All members of the Executive Board must be Active or Retired members of WMEA.

- A. An Executive Committee consisting of the President, President-Elect, and the Past-President shall be empowered to make emergency decisions between Executive Board meetings. Such decisions will be presented to the Executive Board at the next Board Meeting. The Executive Director and Publications Manager shall serve as non-voting members of the Executive Committee except when the committee chooses to meet in executive session. The Executive Committee shall also serve as the Association's Awards Committee.
- B. A Finance Committee consisting of the President, President-Elect, Past President, Vice President and Secretary-Treasurer will oversee all financial affairs of the Association.

Section 3 – Voting

Decisions will be determined by majority vote at a meeting in which a quorum is present. The President does not vote except in case of a tie.

Section 4 - Professional Involvement

Officers of the Executive Board must be active or retired members. Curriculum Officers must be actively involved in teaching or participating in an educational activity in their area of expertise.

Section 5 – Officers

- A. The Executive Officers of the Association shall be President, President-Elect, Past President, Vice President, and Secretary-Treasurer.
- B. The Curriculum Officers of the Association shall be in the areas of Administration, Band, Choral, Elementary General Music, Higher Education, Jazz, Orchestra and Small Schools. Other areas can be recommended by the President and accepted or changed by the Executive Board at the June meeting preceding each election.
- C. The Collegiate WMEA President will have full voting privileges.

Section 6 – Terms of Office

Officers shall be elected to serve for a term of two years. The position of President is a six-year commitment: two years as President-Elect; two years as President and two years as Past President. Terms for all officers shall begin on July 1 of even numbered years at which point the current President-Elect shall succeed to the Presidency and the current President shall become the Past President.



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Section 7 – Nominations/Elections

The Nominating Committee shall consist of the WMEA President, Past President, the President-Elect and two (2) other WMEA members appointed by the President. The President-Elect shall serve as Chairman of this committee and will submit a list of nominees to the President by the fall board meeting of the second year of the President's term.

The Nominating Committee will be responsible to ensure that the next board will contain a minimum of three (3) board members from Eastern Washington and three (3) board members from Western Washington by having the appropriate number of positions where both candidates are from their respective sides of the state.

The next Executive Board Officers shall be elected by voting members by secret ballot. The current Executive Board can determine whether to use paper ballots (including an absentee ballot in *Voice* prior to the election) or an electronic voting process. In either case, ballots must be submitted in a timely manner as determined by the current Executive Board.

The ballots will be counted by an independent panel of at least (3) members appointed by the President prior to the biennial conference. The President-Elect's ballot will be sealed. In case of a tie for any position(s) the President-Elect's ballot will be opened and counted for the tied position(s) only. Results of the election will be announced at the biennial conference, posted on the website and printed in the issue of *Voice* after the conference.

Section 8 – Association Staff

An Executive Director shall be employed by the Executive Board to execute the daily activities of WMEA. Compensation and other terms of employment shall be set by the Executive Board. The Executive Director shall have no powers or duties other than those delegated by the President and the Executive Board. The Executive Director will be responsible to hire, oversee and evaluate all onsite and offsite staff except the Publications Manager. An annual performance review of the Executive Director shall be conducted by the Executive Committee with input from the Executive Board.

A Publications Manager, who will serve as editor of *Voice* will be employed by the Executive Board. Compensation and other terms and duties of employment shall be set by the Executive Board. An annual performance review of the Publications Manager shall be conducted by the Executive Committee with input from the Executive Board. The Executive Director and the Publications Manager shall be non-voting ex-officio members of the Executive Board.

Section 9 - Compensation

WMEA Executive Board members may not receive any direct or indirect compensation for work related to board duties. Board members shall receive expense reimbursement for performance of board duties. Any other compensation must be approved in advance by the WMEA Executive Board.

ARTICLE III – Regions

Section 1 - Identity

The state shall be divided into 22 regions for legislative and administrative purposes. The WMEA regions are designated on the WMEA website.

Section 2 – Regional Organizations

Each WMEA Region has a regional music educators association, which shall be incorporated as a nonprofit corporation in Washington with the purpose of promoting and enhancing music education for member teachers from elementary school through college and their students. The articles of incorporation and bylaws of each regional music educators association must conform to the forms of such documents approved by WMEA or otherwise approved by the Executive Board.

Section 3 – Regional Officers

Each WMEA Region shall elect one member to serve as Regional President, who shall be the administrative head of the region's activities. Regions are encouraged to elect/appoint Curriculum Officers in each curricular area to serve as liaisons to the state board. Other officers may be elected as the region membership deems necessary. These officers shall constitute the Region Executive Board. Regional Board members must be active or retired members of WMEA.

Section 4 – Regional Committees

The WMEA Region Boards may appoint special committees to serve within the region.

ARTICLE IV – Duties of Executive Board Officers

Section I – President

The President shall preside at all meetings and shall be responsible for the general administration of the Association. In the event of the incapacity or absence of the President, the President's duties shall be performed by the Past President. The President shall represent the Association as a member of the Executive Board of the Northwest Division of NAFME.

Section 2 – President-Elect

The President-Elect shall work closely with the President in all matters pertaining to the administration of the Association and perform duties as assigned by the President.

Section 3 - Past President

The immediate Past President shall act in an advisory capacity to the President and perform duties as assigned by the President.

Section 4 – Vice President

The Vice President shall act in an advisory capacity to the President and perform duties as assigned by the President.

Section 5 – Secretary-Treasurer

The Secretary-Treasurer shall be responsible for keeping a record of all meetings of the Executive Board and the State Assembly and shall present the minutes of each for approval by the Executive Board and make them available to the membership.

The Secretary-Treasurer shall present for approval at each meeting of the Executive Board an accounting of all money received and disbursed.

Section 6 – Collegiate WMEA President

The Collegiate WMEA President shall be the collegiate representative on the Executive Board, shall provide communication with collegiate chapter advisors and shall be responsible for collegiate in-service events and activities.



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Section 7 – Curriculum Officers

Curriculum Officers will be responsible to communicate to the membership in their curricular area, plan and supervise their curricular events at in-service conferences, communicate with boards of affiliate organizations and advise the President on matters concerning their curricular area.

ARTICLE V – Committees

Section 1 – Standing Committees

Standing Committees are ongoing committees established by the Executive Board. Standing committees' chairs and members are to be appointed by the President subject to ratification by the Executive Board. Regions may appoint a representative to provide liaison from the regions to each of the state's standing committees..

Section 2 – Ad Hoc Committees

Ad Hoc committees may be appointed by the President, subject to ratification by the Executive Board to a term not longer than two years and in no case extending beyond the biennium. Committee chairs and members may be reappointed at the discretion of successive Executive Boards.

ARTICLE VI - Meetings

Section 1 – Frequency

WMEA conferences shall be held annually. The annual meeting of the members shall be held in conjunction with one of the WMEA conferences as designated by the Executive Board.

Section 2 – State Assembly

Meetings of the State Assembly, consisting of the Regional Presidents, CWMEA Officers and CWMEA Chapter Presidents, shall be held each calendar year.

Section 3 – Executive Board

Special meetings of the Executive Board may be called by the President at her/his discretion or upon request of not less than three members of the Executive Board.

Section 4 – Region Meetings

Annual meetings of the regions shall be held each calendar year. Special meetings may be called by the Region's Executive Boards.

ARTICLE VII – Quorum

A quorum of the Executive Board shall consist of not less than two-thirds of the voting members of the Board.

ARTICLE VIII – Vacancies

Section 1 – Resignation

Any Executive Board member may resign by submitting a written resignation to the President.

Section 2 – Removal of Executive Board Officers

A member of the Executive Board may be removed from office by a majority vote of the Executive Board for failure to carry out the duties of that office, which includes attendance at regular board meetings and WMEA activities. The officer whose removal is being considered may not vote. Curriculum Officers may be asked to resign if they no longer are teaching in their area of expertise. The President must notify such member in writing that he/she has not carried out his/her duties and that the member has the option to resign or be removed, provided the Officer has been given reasonable notice and an opportunity to be heard.

Section 3 – Vacancy Replacement

If there is a vacancy for any reason, the Executive Board Executive Committee may fill the vacancy and the successor shall hold the office for the un-expired portion of the term. In the event of the vacancy of the office of President, the Past President will assume the office of President to complete the term. In the event the President-Elect office becomes vacant, a WMEA member shall be appointed by the President, upon approval of the Executive Board, to that position until a special election of the general membership can be held. In the event the Past President's office becomes vacant, the Executive Committee may invite any living Past President to serve for the remainder of the term.

ARTICLE IX – Disbursement of Funds

Section 1

The income from the membership shall apply toward the administrative expenses of the Association, including conferences.

Section 2

The primary use of membership rebates (when distributed) to WMEA Regions is to assist with in-service projects for the region's music teachers.

Section 3

Expenses incurred by special activities such as contests, clinics and festivals, shall be covered by registration and enrollment fees paid by the participating individuals or groups unless an exception is specifically authorized by the Executive Board.

Section 4

In the event of dissolution of the Association, all remaining funds will revert to the national office, The National Association for Music Education.

Section 5

The Executive Director shall deposit the funds of the Association in a depository approved by the Executive Board. All disbursements made by the Executive Director will be made in accordance with board policy, budget and established practice. The Association President has the authority to approve any emergency transactions.

ARTICLE X – Amendments

Section 1

The Bylaws of the Association may be amended by two-thirds (2/3) majority of the Executive Board except in matters relating to dues of active members.

Section 2

Dues of active members shall be altered in the same manner as prescribed in the Constitution, Article V.