

Dear Colleagues,

Here is a summary of the changes in the By-Laws.

- Changes names for MENC AND CMEA. (See summary of changes in the Constitution.)
- Changes classes of membership so that they match the present NAFME membership application.
- Deletes “Life Membership” which is no longer offered.
- Adds “Patron Membership” as a name to include all institutional, commercial, and individual memberships that are not from present, future, or past music teachers.
- Fixes the term of membership so that new memberships start on the month that dues were received.
- Eliminates the Magazine Focus Committee (that never really existed)
- Changes the job and title of Executive Director to Administrative Coordinator to reflect the changing mission and vision of CMEA.
- States that the annual budget will be prepared by the Administrative Coordinator, not the Board of Directors, and, the budget will be send to the Board of Directors for approval.
- States that the Council of Representatives (Band Rep, Choir Rep, etc.) are not required to meet every year, but will meet at the request of the Executive Board.
- States that the President-Elect of a section is the only person who can represent the President of that section at a meeting of the Board of Directors.
- Requires that each section turn in an annual financial statement

Sections in bold are new. Sections with a strike-through are to be eliminated.

You will have the opportunity to ask questions and vote on these changes at the CASMEC Conference in Fresno from February 16-19, 2012. If you are unable to attend the conference, you may still vote by returning the attached ballot (on the Constitution form) and sending it the State Office by February 10.

Thank you,

Jeff Jenkins  
CMEA Immediate Past President

**CMEA: CALIFORNIA MUSIC EDUCATORS ASSOCIATION or  
THE CALIFORNIA ASSOCIATION FOR MUSIC EDUCATION  
BY-LAWS  
Revised ~~2000~~  
Revised 2012**

**ARTICLE I - MEMBERSHIP**

SECTION 1. Membership shall consist of ~~eleven classes: full active, active research, full active music industry council, life, retired life, retired, retired research, 1st year active, 1st year research, collegiate and state institutional~~ **four classes: active, retired, collegiate, and patron.**

SECTION 2. *Active Membership* - Active members of CMEA shall consist of those members of the ~~MENC NAFME~~ whose ~~MENC NAFME~~ membership includes active status.

A) Upon payment of the prescribed annual dues to ~~MENC NAFME~~ such members shall be entitled to vote, hold office, and receive publications.

B) Any active member may, upon complying with registration requirements, attend any and all meetings

of the Association during the year for which his dues are paid.

~~C) Full time music teachers in their first year of teaching may receive membership at half price, as a first year active member, provided they were collegiate members of the Association the previous year. In addition a first year member may pay the additional research fee and become a first year active research member.~~

SECTION 3. *Active Plus Research*- Active Research membership includes the above, plus an annual subscription to the quarterly *Journal of Research In Music Education*.

~~SECTION 4. *Life Membership* - Life Membership includes all of the privileges of the Active Research membership. This membership offers subscriptions to the *CMEA Magazine*, *MENC Journal*, *Teaching Music* and the *Journal of Research in Music Education*. This is a voting office holding membership~~

SECTION 54. ~~*Retired, Retired Life, and Retired Research Membership*~~ **is** offered to those music educators who have retired from their active teaching careers and are interested in the work of CMEA. ~~This is a non-elective office holding membership.~~

SECTION 65. *Collegiate Membership* - Collegiate membership is for those who attend a higher educational institution in California and who are members of the ~~MENC NafME~~ collegiate chapter at that institution. Collegiate membership entitles the holder to receive the *CMEA Magazine* and ~~*MENC NafME Journal*~~, and is a non-voting, non-office holding membership.

~~SECTION 7. *Full Active Music Industry Council Membership* - This is a corporate membership and requires membership in the Music Industry Conference. A corporate member must assign its membership to an individual employed by that corporation. This is a voting but non-office holding membership.~~

SECTION 8.6. ~~*Institutional/Industry Patron Membership*~~ **Institutional Patron** Members shall be those institutions, schools, clubs, **or individuals**, who endorse the objectives of CMEA and wish to contribute to the support of its programs. **It also includes** members of the music industry **who** represent commercial products companies wishing to contribute to the support of CMEA and its programs. ~~Industry members who exhibit at the state conference are entitled to apply for Industry Showcases.~~ **Patron** Members are entitled to inclusion in the listing of such members in each issue of the *CMEA Magazine* and to receive the *CMEA Magazine*. This is a non-voting, non-office holding membership and does not include membership in ~~MENC-NafME~~.

SECTION 9. *Membership Year* - The membership year shall run for one year from the month ~~MENC NafME~~ receives the dues. ~~The State Institutional member year shall be a fixed 12 month period set by the Executive Board.~~

SECTION 10. *Membership of Dues* – Amount of Dues for Classes of Membership – The amount of dues for each class of membership shall be fixed by a majority vote of the Board of Directors voting. The amount of state membership dues shall be in addition to the ~~MENC NafME~~ membership dues.

SECTION 11. *Apportionment of Dues* – The Executive Board shall apportion the dues in any manner appropriate for the proper operation of the Organization.

## ARTICLE II – DUTIES OF OFFICERS

Section 1. *President* - The President shall be the executive head of the Association and shall preside at state

~~meetings and~~ meetings of the **Executive Board**, Board of Directors and the State Council. **The President appoints members to the Council of Representatives.** The President shall have the power to appoint committees not otherwise provided for in the Constitution or Bylaws.

SECTION 2. *President Elect* – It shall be the duty of the President Elect to assume the duties of the President in case of the disability or absence of the President. The President Elect shall chair the State Conference Committee during the second year in office. (He/She shall undertake other duties as designated by the Executive Board.) The President Elect shall, upon completion of the term for which he/she is elected, become President.

SECTION 3. *Vice President* - It shall be the duty of the Vice President to assume the duties of the President Elect in case of the disability or absence of the President Elect.

The Vice President shall **serve as editor of the CMEA Magazine** and **act** as liaison between the *CMEA Magazine* and the Executive Board; ~~and shall chair the CMEA Magazine Focus Committee.~~ He/She shall undertake other duties as designated by the Executive Board.

SECTION 4. *Secretary* - The Secretary shall keep all records of the Association, record the minutes of all meetings of the Board of Directors, the Executive Board and the State Council, and shall transact ~~all~~ necessary communication.

The Secretary shall serve as chair of Awards Committee. He/She shall undertake other duties as designated by the Executive Board.

SECTION 5. ~~Executive Director~~ **Administrative Coordinator** – The ~~Executive Director~~ **Administrative Coordinator** shall be appointed by the Board of Directors. The ~~Executive Director~~ **Administrative Coordinator** shall serve as a non-voting member of the Board. The ~~Executive Director~~ **Administrative Coordinator** shall receive all money due the Association and deposit it in a commercial bank account or other accounts as directed by the Board of Directors and disburse funds as officially approved and countersigned by the President. The ~~Executive Director~~ **Administrative Coordinator** shall receive an annual fiscal report from the sections and may recommend periodic ~~audits~~ **financial reviews** of the section financial records. The state financial records shall be reviewed and ~~audited~~ **reviewed annually** by a Certified Public Accounting firm in good standing. He/She shall undertake other duties as designated by the Executive Board.

SECTION 6. *Immediate Past President* – The Immediate Past President shall serve as a member of the Executive Board, Board of Directors, and State Council. The Immediate Past President shall chair the State Conference Committee during the first year in office and the Nominating Committee, and Constitution, Bylaws and Handbook Revision Committee in the second year. The Immediate Past President shall serve as parliamentarian. He/She shall undertake other duties as designated by the Executive Board.

SECTION 7. *Executive Board* – The Executive Board will conduct the business of the Association with the policies established by the Board of Directors.

SECTION 8. *Board of Directors* – The Board of Directors shall administer the affairs of the Association together with the management and control of the funds thereof. ~~They shall provide for the preparation of the programs and other details of such meetings.~~ They shall fill vacancies by temporary appointments pending regular elections. They shall be empowered to employ personnel as needed to carry out the work of the Association in an efficient and productive manner. They shall have jurisdiction in all matters pertaining to the geographical divisions or Sections of the Association, and with the concurrence of the Board of Directors of the sections affected, may authorize the combining, dividing or redistricting of Sections for the purpose of improving the benefits to members.

~~They shall provide for the preparation of an annual budget and fiscal report which shall be published in the~~

~~CMEA Magazine-~~

The Board of Directors shall appoint any special representatives to serve during its term of office and such appointees shall become full voting members of the State council.

SECTION 9 *State Council* - The State Council shall meet **as requested by the Executive Board**, ~~at least once~~ ~~annually~~, shall serve as an advisory body to the Board, and shall vote to recommend action to be taken by the Board of Directors.

### ARTICLE III - PUBLICATION

SECTION 1. The official publication(s) shall include the *CMEA Magazine* and the CMEA Website. The *CMEA Magazine* is to be published at least ~~four~~ **three** times a year. Its principal purpose of the publications shall be the circulation of news pertaining to the state and sectional organizations and other affiliated groups and to keep the members informed concerning music education throughout the state. Both publications may include appropriate advertising.

SECTION 2. The positions of ~~Editor and~~ Business Manager of the magazine and of the website may be either separate or combined and shall be filled by appointment of the Board of Directors. The ~~Editor~~/Business Manager shall hold office during the administrative term of the Board making the appointment unless replaced by the Board before the expiration of such term. The Board of Directors shall retain full authority over business and editorial policy.

### ARTICLE IV - COMMITTEES

Special Committees shall serve during the administrative term in which they are appointed. All committees shall work in cooperation with and report to the President and Board of Directors.

### ARTICLE V - SECTION ORGANIZATION

SECTION 1. CMEA shall consist of officially recognized sections, each of which shall represent a geographical area of the State and provide for affiliation of local or specialized organization within their areas, including County Music Associations.

SECTION 2. The sections that are presently recognized are: (1) Bay, (2) Capitol, (3) Central, (4) Central Coast, (5) North Coast, (6) Northern, (7) Southern, and (8) Southern Border.

SECTION 3. Each Section is entitled to representation on the Board of Directors and shall be represented by its President. ~~except that~~ when the Section President is unable to serve, the ~~Section President or the Section's Board of Directors~~ **President-Elect**. shall ~~name another member to~~ represent the Section ~~at the request of the CMEA Board of Directors.~~

SECTION 4. Each Section may maintain its own Bylaws, the provisions of which shall not conflict in purpose with the State Constitution and Bylaws.

**SECTION 5. Each section will submit an annual fiscal report to the Administrative Coordinator at the summer Board of Directors meeting, or by August 1<sup>st</sup>, whichever comes first.**

### ARTICLE VI- RULES OF ORDER

Roberts Rules of Order Revised shall be followed in all business meetings of the Association.

## ARTICLE VII - AMENDMENTS

The Bylaws may be amended, adopted, or repealed by a vote of approval of two-thirds of those members casting ballots, or by the vote of two-thirds of the quorum of a meeting of members duly called for the purpose according to the Articles or Bylaws. A quorum shall be defined for this purpose as a two-thirds vote of approval of those present. **This vote may occur at CMEA conference, by mail, by internet, or a combination of the three.**