

# **Pennsylvania Music Educators Association**



## **District 8 Constitution and Bylaws**

Revised March 2004

[www.pmeadistrict8.net](http://www.pmeadistrict8.net)

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION  
DISTRICT EIGHT**

**CONSTITUTION  
2004 REVISION**

**ARTICLE I – NAME**

This organization shall be known as the Pennsylvania Music Educators Association – District Eight (written PMEA – District 8). It shall function as an affiliate of the Pennsylvania Music Educators Association (written PMEA).

**ARTICLE II – PURPOSE**

The purpose of PMEA – District 8 shall be the advancement of music education, and in specific furtherance thereof, as follows: (a) to conduct programs and activities to build a vital musical culture and enlightened musical public for the benefit and general welfare of all persons, (b) to ensure that every student shall have access in school to a balanced, comprehensive, and high-quality program of music instruction, (c) to improve the quality of teaching, research, and scholarship in music, (d) to promote the involvement of persons of all ages in learning music, (e) to foster the utilization of the most effective teaching techniques and resources in music education; and (f) to facilitate the effective pre-service and in-service preparation of music teachers. In furtherance thereof, PMEA – District 8 may hold in-service days, clinics and other meetings; publish newsletters; and seek and accept grants, gifts, and contracts for any of the aforementioned purposes. PMEA – District 8 may conduct any and all other activities in accordance with its Bylaws which are designed to accomplish the foregoing purposes.

**ARTICLE III – MEMBERSHIP**

Membership in PMEA – District 8 will be consistent with the membership policies of PMEA.

**ARTICLE IV – GOVERNMENT**

The Board of Directors, which shall be known as the PMEA – District 8 Executive Committee, shall be the legal representatives of PMEA – District 8 and as such shall have, hold, and administer all the property, funds and affairs of PMEA – District 8. Provision for the regulation of the internal affairs of PMEA – District 8 shall be provided for in the Bylaws.

**ARTICLE V – ELECTIONS**

The manner of the election or appointment of members of the PMEA – District 8 Executive Committee shall be provided for in the Bylaws.

**ARTICLE VI – DISPOSITION OF ASSETS IN CASE OF DISSOLUTION**

In the event dissolution or termination of PMEA and/or PMEA – District 8, the Executive Committee, in conjunction with the PMEA Executive Board, shall, after payment of all the liabilities of PMEA – District 8, dispose of all assets of PMEA – District 8 in the approved legal manner.

## ARTICLE VII – AMENDMENTS

This Constitution may be altered or amended by a majority of the eligible members voting. Written notice and the text or proposed revisions will be published in the Spring or Fall Newsletter. Balloting shall be conducted in a manner determined by the Executive Committee. The results are to be tabulated as outlined in the Bylaws under the heading “Elections”.

## PMEA – DISTRICT 8 BYLAWS

### BYLAW I – DUES AND FEES

Section 1. DUES AND FEES. Dues and fees for PMEA – District 8 members shall be consistent with PMEA policy.

Section 2. SERVICES. All fees for receiving PMEA – District 8 services or participating in PMEA – District 8 activities shall be set by the PMEA – District 8 Executive Committee.

Section 3. “ACT OF GOD” FUND. The “Act of God” Fund will receive 1/3 of the participation fees from Region IV State Band and Chorus and 10% of a District Festival’s profit over \$400.00 and 50% over \$700.00. This fund is to be used at the discretion of the Executive Committee to reimburse festival losses beyond those excused by action of the PMEA Executive Board in the event of an “Act of God” and providing that sound budgeting practices have been followed.

### BYLAW II – GOVERNMENT

Section 1. AUTHORITY. Authority of management policies and actions of PMEA – District 8 is vested in the Executive Committee. As presiding officer of the Executive Committee, the President is responsible for the leadership of PMEA – District 8. Individual members may make recommendations to the Executive Committee regarding management, policies, and actions.

Section 2. OFFICERS. The elected officers and their respective terms shall consist of the following: First Vice President – two years; President – two years; Second Vice President – two years; and Curriculum/Instruction Representatives – four years.

**The President** shall plan and preside at all meetings of PMEA – District 8. The president shall have the power to appoint committees and ex officio office holders. Such committees and ex officio officers shall be responsible to the Executive Committee. The President shall have authority to call special meetings and shall be an ex officio member of all committees. The President, as a voting member of the PMEA Executive Board, shall represent PMEA – District 8 at their meetings. If unable to attend state meeting, the President will appoint a proxy. During the second year of his term, the President will serve as Region IV Chairman. If the President is unable to fulfill the first year of his term, the Second Vice President shall assume the duties of the office for that year only. If the Second Vice President is unable to re-assume the Presidency, then the First Vice President will assume the vacant President’s position and a new First Vice President will be elected as soon as possible. Ballotting shall be conducted in a manner determined by the Executive Committee. If the President is unable to fulfill the second year of his term, the First Vice President shall assume the duties of the office for that year.

**The First Vice President** shall preside at meetings in the absence of the President and shall serve as the membership chairman of PMEA – District 8. The First Vice President shall assume the office of President upon completion of his term or during the second year of the President’s term under the conditions stated above.

**The Second Vice President** shall be the immediate past President and shall serve as chairman of the PMEA – District 8 Election Committee. He shall process the applications for the PMEA – District 8 scholarship awards. The Second Vice President shall reassume the office of President under the conditions stated above.

**The Secretary-Treasurer** shall be appointed by the Executive Committee to serve until such time as he resigns or the Executive Committee changes the appointment. The Secretary-Treasurer shall be a voting member of the Executive Committee. The Secretary-Treasurer shall keep the minutes and records of PMEA – District 8, shall be the custodian of PMEA – District 8 funds, and shall devise and keep such records as may be necessary for efficient conduct of general business affairs. The Secretary – Treasurer shall publish Spring and Fall Newsletters and shall present a financial report at every Executive Committee meeting.

**The Curriculum/Instruction Representatives** (High Education, High School, Northern and Southern Middle/Junior High School, and Northern and Southern Elementary School) must teach in the area they represent. The PMEA – District 8 Curriculum/Instruction Representative to the PMEA Executive Board will be chosen by and from the six duly elected PMEA – District 8 Curriculum/Instruction Representatives and approved by the PMEA – District 8 Executive Committee for a term of two years. This Representative must have served at least two years as a Curriculum/Instruction Representative on the Executive Committee. This representative, as a voting member of the PMEA Executive Board, shall represent PMEA – District 8 at their meetings. If unable to attend a state meeting, this representative will appoint a proxy.

Section 3. EXECUTIVE COMMITTEE. The Executive Committee shall have general powers of administration of PMEA – District 8 with authority to act and enact legislation except as contrary to this Constitution/Bylaws or as hereinafter expressly provided. Membership consists of the President, First Vice President, Second Vice President, Secretary-Treasurer, High Education Representative, High School Representative, Northern and Southern Middle/Junior High School Representatives, and Northern and Southern Elementary School Representatives, and PMEA – District 8 PCMEA Representative. A quorum of not less than 50% members in attendance is required to transact business. When necessary, business may be transacted by mail, email, or telephone.

Section 4. MEETINGS. The Executive Committee shall meet four times annually (in September, January, March and May). Additional meetings may be called by the President or by a majority vote of the Executive Committee. A general membership meeting, if necessary, shall be held at such a time and place determined by the Executive Committee. The PMEA – District 8 Curriculum/Instruction Representative to the PMEA Executive Board shall call meetings of the Curriculum/Instruction Representatives as needed.

Section 5. ELECTIONS AND NOMINATIONS. Elections shall be held through the Spring Newsletter or as determined by the Executive Committee. The election of First Vice President shall be held every two years. One-half of the Curriculum/Instruction Representatives shall be elected every two years. These elections shall occur in the following manner: High Education and Middle/Junior High School Representatives shall be elected during the same year and the High School and Elementary School Representatives shall be elected during the same year. These elections shall occur on the year in which there is no First Vice President election. Completed ballots shall be sent to the Second Vice President who will tabulate them, notify the winning candidates, and present an official report to the Executive Committee at the May meeting. Elected officials' terms of office will begin at the September meeting of the Executive Committee.

Nominations shall be held through the Fall Newsletter. Nominations shall also be accepted at all PMEA – District 8 functions. Nominations shall be sent to the Secretary – Treasurer who shall contact the nominee for acceptance and a biography to be placed in the Spring Newsletter.

Section 6. PARLIAMENTARY PRINCIPLES. Principles set forth in Robert's Rules of Order, current edition, shall govern in all cases not covered by this Constitution/Bylaws.

Section 7. FINANCIAL RESPONSIBILITIES. The authority and responsibility for the management and maintenance of the good will and credit of PMEA – District 8 is vested in the Executive Committee, but it is expressly understood that neither the Executive Committee nor any member thereof, nor any member of PMEA – District 8 shall be required to accept personal financial responsibility for duly authorized bills or obligations that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes and activities prescribed or authorized by this Constitution/Bylaws. Qualifying expense reimbursements for Executive Committee members and appointed chairs or committees in the fulfillment of their official duties and assignments to PMEA – District 8 shall be paid upon approval by the Executive Committee.

Section 8. REMOVAL OF OFFICERS. The Executive Committee may declare vacant the office of any official PMEA – District 8 for any of the following causes: incompetence, unprofessional actions, or refusal to accept office following election or appointment thereto. The Executive Committee shall fill such office by appointment until the next regularly scheduled term.

### **BYLAW III – FESTIVALS**

ENFORCEMENT OF POLICY. PMEA – District 8 festivals shall function according to the Bylaws approved by the participating members of that festival and the Executive Committee. The President may suspend the participation of any member for willful violation of the festival Bylaws herein authorized. In the event of a written request for appeal filed by the suspended member, the Executive Committee shall function as the Board of Appeal. Further written appeal may be made to PMEA.

### **BYLAW IV – CALENDAR OF EVENTS**

Section 1. DATES. Dates for all PMEA – District 8 events shall be approved by the Executive Committee. These dates shall be published in the Spring Newsletter for the following school year.

Section 2. DATE REGULATION. All PMEA – District 8 events must take place on or before the date set on the approved calendar. In special circumstances a later date is subject to approval by the President.

### **BYLAW V – PMEA DISTRICT 8 MATERIALS**

PMEA – DISTRICT 8 MATERIALS. The Secretary – Treasurer shall have available, for members requesting, an up-to-date copy of this Constitution/Bylaws, together with other regulations governing the conduct of PMEA – District 9 or of individual members.

### **BYLAW VI – AMENDMENTS**

AMENDMENTS. Amendments and revisions to the Bylaws shall be made in the same manner as prescribed in Article VII of the Constitution.