

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION  
2005 Revision**

**CONSTITUTION**

**ARTICLE I - NAME**

This organization shall be known as the Pennsylvania Music Educators Association written as PMEA. PMEA is a state affiliate of MENC: The National Association for Music Education.

**ARTICLE II - PURPOSE**

The purpose for which PMEA is organized and operated is exclusively literary and educational, as defined in Section 501(c)3 of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The purpose of PMEA 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 an enlightened musical public for the benefit and the 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 and (e) to foster the utilization of the most effective teaching techniques and resources in music education; and to facilitate the effective pre-service and in-service preparation of music teachers. In furtherance thereof, PMEA may hold conferences, symposia and other meetings; publish journals, books and other publications; seek and accept grants, gifts and contracts for any of the said foregoing purposes; and, exclusively for the public benefit, use, publish and otherwise make available to the general public on a nondiscriminatory basis the results of its collection of information deriving from the foregoing activities. PMEA 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 may be divided into classifications for annual membership dues or for the election of members of the State Board of Directors or for any other purposes in accordance with the Bylaws or as the State Board of Directors may from time to time designate. The conditions, terms, privileges, rights and duties of membership shall be stated or provided for in the Bylaws of PMEA.

**ARTICLE IV - GOVERNMENT**

The Board of Directors, which shall be known as the PMEA State Board, shall be the legal representative of PMEA and as such shall have, hold and administer all the property, funds and affairs of PMEA. Provision for the regulation of the internal affairs of PMEA shall be provided for in the Bylaws. No part of the net earnings of the association shall inure to the benefit of or be distributable to its members, trustees, directors, officers or other private persons, except that the association shall be authorized and empowered to pay a reasonable compensation for services rendered and to make payments and distributions in furtherance of 501(c)3 purposes. No substantial part of the activities of the association shall be the carrying on of propaganda or otherwise attempting to influence legislation and the association shall not participate in or intervene in, including the publishing or distribution of statements, any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE V - ELECTIONS**

The manner of the elections or appointment of the members of the PMEA State Board shall be provided in the Bylaws.

## **ARTICLE VI - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION**

In the event of dissolution or termination of PMEA, the State Board shall, after payment of all the liabilities of PMEA, dispose of all the assets of PMEA exclusively for the objectives of PMEA in such a manner or to such organization or organizations organized exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)3 or the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) as the State Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

## **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 prior to voting. Balloting shall be conducted by mail from the Executive Office. The State Board shall be responsible for constitutional review every five years and for the publication of proposed changes or amendments. The results are to be tabulated as outlined in the Bylaws under the heading Elections.

### **PMEA BYLAWS**

#### **BYLAW I - MEMBERSHIP**

Section 1. **ACTIVE MEMBERSHIP.** Active membership shall be open to persons engaged in music teaching or other music-related educational work. Each active member shall have the right to vote and hold office. Each active member shall hold concurrent membership in MENC: The National Association for Music Education. Active membership is open to persons eligible for life membership and introductory membership.

Section 2. **LIFE MEMBERSHIP.** Active life membership is open to eligible persons upon payment of MENC: The National Association for Music Education fee.

Section 3. **COLLEGIATE CHAPTER MEMBERSHIP.** Collegiate chapter membership shall be open to music students in teacher education programs at college or university level who are not employed full time as teachers. Collegiate Chapter members shall have the same privileges as active members (Section 1 above) except the right to vote and to hold elected office.

Section 4. **RETIRED MEMBERSHIP.** Retired membership shall be open to former music educators who have retired from teaching or other music-related educational work. Retired members may vote and hold appointments.

Section 5. **SUSTAINING MEMBERSHIP.** Any individual, firm, or institution, including private or public schools, colleges/universities, desiring to contribute to the support of the educational activities of PMEA may become a sustaining member upon payment of prescribed dues. Sustaining members may not vote or hold elective office in PMEA.

Section 6.. **HONORARY MEMBERSHIP IN PMEA.** Upon recommendation and confirmation of the State Board, honorary membership may be conferred in recognition of outstanding musical achievement e.g., composition, performance, or related contribution to music education in Pennsylvania. Honorary membership is not concurrent with MENC: The National Association for Music Education

Section 7. **HONORARY LIFE MEMBERSHIP IN PMEA.** Upon recommendation and confirmation of the State Board, honorary life membership may be conferred on a PMEA member who has held active membership and participated a minimum of twenty-five years in music education and activities of PMEA in recognition of distinctive service to PMEA. Honorary life membership is not concurrent with MENC: The National Association for Music Education

#### **BYLAW II - DUES AND FEES**

Section 1. **ACTIVE MEMBERSHIP.** The PMEA State Board shall set the amount of annual dues for active membership, plus the amount specified by the MENC: The National Association for Music Education for active membership, payable to MENC: The National Association for Music Education; the state portion shall be remitted by MENC: The National Association for Music Education to the PMEA Executive Office. Dues include subscription to PMEA News, other official

PMEA publications, *Music Educators Journal* and full participation in all the activities of the Pennsylvania Music Educators Association, the MENC: The National Association for Music Education and the Eastern Division of MENC: The National Association for Music Education.

Section 2. **LIFE MEMBERSHIP.** MENC: The National Association for Music Education life membership dues are specified by and paid directly to the MENC: The National Association for Music Education.

Section 3. **COLLEGIATE CHAPTER MEMBERSHIP.** The dues for collegiate chapter members shall be the amount specified by and paid directly to MENC: The National Association for Music Education.

Section 4. **RETIRED MEMBERSHIP.** Membership dues for retired members shall be the amount specified by PMEA, plus the amount specified by MENC: The National Association for Music Education. Dues shall include subscriptions to PMEA News and Music Educators Journal, and they provide for complimentary admittance to all PMEA-sponsored events with the exception of the All State Festival Concerts. A special gold PMEA membership card is issued upon the first payment of retired dues.

Section 5. **SUSTAINING MEMBERS.** Dues for sustaining members shall be the amount set by the State Board. Dues shall include annual subscription to *PMEA News*, listing in all issues (one year) of *PMEA News*, and other advertised benefits.

Section 6. **HONORARY AND HONORARY LIFE MEMBERSHIP IN PMEA.** Honorary and Honorary Life membership in PMEA are both exempt from state dues.

Section 7. **CONTINUOUS MEMBERSHIP.** Active membership is on a continuous year basis. Dues shall be paid by July 15. Membership shall lapse if not paid within ninety days (or revision thereof) of July 15.

Section 8. **DISTRICT DUES.** A portion of the dues specified by the State Board shall be allocated to district affiliates for each membership fee received from that district.

Section 9. **FEES.** All fees for receiving PMEA services or for participating in PMEA activities shall be set by the State Board. All student participation fees payable to PMEA shall be set by the State Board.

#### **BYLAW IV - GOVERNMENT**

Section 1. **AUTHORITY.** Authority of management, policies and actions of PMEA is vested in the State Board. As presiding officer of the State Board, the PMEA President is responsible for the leadership of PMEA. The district affiliates and individual members may make recommendations to the State Board regarding management, policies and actions.

Section 2. **OFFICERS.** The elected officers and their respective terms of office shall consist of the following: President - two years, First Vice-President - two year, Vice President Elect - one year, Immediate Past President - one year, State Curriculum/Instruction Coordinator - three years. State officers may receive honoraria as approved by the State Board.

The President shall plan and preside at all meetings of the State Board. The president shall have the power to appoint committees and ex officio State Board members. Such committees and ex officio members shall be responsible to the State Board. The president shall have authority to call special meetings and shall be ex officio members of all committees. The president shall be responsible for planning all meeting agendas of the executive committee, the district presidents, and the State Board. The president appoints ex officio chairs/officers, except the collegiate chapter president, to serve a term which coincides with that office.

The First Vice President shall be charged with the organization and presentation of the annual in-service conference and appointment of an in-service conference planning committee.

The Vice President-Elect shall assist the first vice president with the annual in-service conference and shall be available to assist district presidents/region chairs when requested by the President or State Board.

The Immediate Past President shall serve as advisor to the president, and shall serve as a member of both the nominating committee and annual in-service conference planning committee.

The State Curriculum/Instruction Coordinator shall plan and preside at meetings of the District Curriculum/Instruction State Chairs, prepare the network operation guide and a state resource directory, coordinate district workshop planning and monitor expenditures, approve payment for a clinician at region festivals, work with the first vice president to incorporate all special interest concerns in planning the annual conference, oversee the preparation of the state curriculum guide, submit the Curriculum/Instruction-budget, and submit relevant material to the PMEA Executive Office and the district presidents for publication in the state journal and district newsletters, respectively. The coordinator shall plan and implement the annual summer conference(s).

**Section 3. VACANCIES ON THE STATE BOARD.** A vacancy in any elective office may be filled by one of the following methods deemed most appropriate by the State Board: (1) A special election to be held as soon as practical. (2) A State Board appointment of not more than one year. (3) The inclusion of candidates for the office on the next election ballot.

A vacancy in the office of PMEA President may be filled by the First Vice President or Immediate Past President as determined by the State Board.

**Section 4. EXECUTIVE COMMITTEE (EXCOM).** Authority is vested in EXCOM for interim (between State Board meetings) decision-making, policy recommendations to the State Board, annual budget preparation, constitutional review, audit review and meeting site selection (negotiated and proposed by the Executive Director). The committee consists of the President, who presides, the First Vice President, the Curriculum/Instruction Coordinator, the appropriate officer currently on the board (Immediate Past President or President Elect) and the nonvoting Executive Director.

**Section 5. STATE BOARD.** The State Board shall have general powers of administration of PMEA with authority to act and enact legislation except as contrary to this Constitution/Bylaws or as hereinafter expressly provided. Membership consists of the Executive Committee (EXCOM), District Presidents, District Curriculum/Instruction Chairs, the collegiate chapter president (nonvoting), ex officio appointments and standing ad hoc committee chairs deemed necessary for operation of PMEA. Duly elected State Board members hold voting status. A quorum will constitute 50% of the voting members of the board and is required to transact business. When necessary, business may be transacted by mail or conference phone call.

**Section 6. EXECUTIVE DIRECTOR.** The Executive Director is employed by the State Board to serve until such time as the individual resigns or the State Board changes the appointment. The Executive Director will be employed through contract with PMEA and shall undergo an annual review by the Executive Committee.

The Executive Director shall record all business minutes of PMEA, be the custodian of PMEA funds, transact all general routine business within PMEA and MENC: The National Association for Music Education, and establish such records as may be necessary for efficient conduct of general business affairs. Quarterly financial statements shall be presented to the State Board with an annual audit printed in the PMEA News. At the end of each fiscal year, the Executive Director shall submit all records of accounts for audit by a certified public accountant who will be approved by the Executive Committee. This accountant shall prepare and submit all Internal Revenue Service documentation. There shall be an annual inventory of and insurance for, office equipment. This equipment is the sole property of PMEA. This record of inventory, all insurance documents, along with all financial corporate documents will be held with financial/corporate documents in the bank safe deposit box under the signatures of the Executive Director and the President. A fidelity bond covering maximum funds on hand shall be established by the Executive Director to cover this office and all individuals who handle PMEA funds (i.e. any Executive Office staff, the Executive Committee, District Curriculum/Instruction Representatives, the All-State Festival Coordinator, Adjudication Chair, Booster Affiliate Chair)

The Executive Office is the official headquarters of PMEA and shall be available to the general membership. The location of said office shall be determined by the Executive Committee in cooperation with the appointed Executive Director. At the end of the Executive Director's tenure all PMEA administrative documents and financial records shall be relinquished to the successor and/or Executive Committee. At this time all financial accounts will be audited and a final report submitted to the Executive Committee by a certified public accountant.

**Section 7. COMMITTEES.** Standing and special committees of PMEA shall be appointed by the President with the exception of the nominating committee (Section 10 below).

Section 8. MEETINGS. The State Board shall meet three times annually. Additional meetings may be called by the President or by a majority vote of the State Board. Executive Committee meetings shall be called by the President at least three times annually. A General Membership meeting, if necessary, shall be held at such a time and place as may be determined by the State Board. District Affiliate Organizations shall meet in accordance with their constitutional provisions. Regional meetings should be conducted at each regional festival by the current region chair; official minutes will be recorded by the secretary of the region chair's district and passed on to the next region chair with copies sent to the state President and Executive Director.

Principles set forth in Robert's Rules of Order, current edition, shall govern in all cases not covered by the Constitution or Bylaws. A Parliamentarian shall be appointed by the Executive Committee for State Board and Executive Committee meetings.

Section 9. PROXIES. In case the president or C/I chair of a district affiliate finds it impossible to attend an State Board meeting, a proxy shall be sent with written authorization to that effect from the office being represented. The proxy shall have all of the rights and privileges of that office.

Section 10. ELECTIONS AND NOMINATING COMMITTEE. A biennial ballot shall be conducted by mail. The Executive Director shall be responsible for the printing and mailing of all ballots to members in good standing. The election date is March 1 or a special date authorized by the State Board. Ballots shall be mailed at least thirty (30) days prior to an election date. Election results will be forwarded immediately to the Executive Director. Terms of office begin July 1. The State Curriculum/Instruction Coordinator serves a three year term. All other State Board officers including Curriculum/Instruction Chairs serve two year terms. The four members of each District Curriculum/Instruction Committee serve four year terms. Curriculum/Instruction nominees shall be teaching on the level for which they are nominated.

A Nominating Committee of four members shall be elected by the State Board and a fifth member shall be the Immediate Past President. The committee chair shall be the person receiving the highest number of votes. Two candidates shall be nominated for each state office, e.g., Vice President Elect and State Curriculum/Instruction Coordinator. After serving two years, the First Vice President becomes President. Candidates must be active members of PMEA/MENC: The National Association for Music Education holding current membership, and be actively involved in music education. The nominating committee chair shall notify all candidates of election results immediately following the election.

Section 11. FINANCIAL RESPONSIBILITY. The authority and responsibility for the management and maintenance of the good will and credit of PMEA is vested in the State Board, but it is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of PMEA 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 the Constitution and Bylaws of PMEA. Districts are responsible for all debts and obligations of their organization except those specifically identified by the State Board. Qualifying expense reimbursements for state officers, members of the State Board and appointed chairs or committees in the fulfillment of their official duties and assignments to PMEA shall be paid in accordance with the annual budget using the expense voucher system.

Section 12. REMOVAL OF OFFICERS. The State Board may declare vacant the office of any elected state officer of PMEA for any of the following causes: incompetency, failure to perform the duties of the office, unprofessional actions or refusal to accept office following election thereto. The State Board shall fill such office by appointment until the next regularly scheduled election.

## **BYLAW VI - STATEWIDE DISTRICT/REGION STRUCTURE**

Section 1. The structure of PMEA shall be from district to region to state. There shall be the following twelve (12) Districts and six (6) Regions. The Districts shall maintain a constitutional relationship (affiliation) with the State organization. Districts shall consist of designated Pennsylvania Department of Education Intermediate Units shown in parentheses.

REGION I:	District 1 (1,2,3,7) & District 5 (4,27)
REGION II:	District 2 (5,9) & District 3 (6,28)
REGION III:	District 4 (10,11) & District 6 (8)
REGION IV:	District 8 (16,17) & District 9 (18,19)
REGION V:	District 7 (12,13,15) & District 10 (14,20,21,29)
REGION VI:	District 11 (22,23) & District 12 (24,25,26)

[Divisions for Orchestra Festivals (3) only are Regions I-II-III; Regions IV-V; Region VI.]

Districts are designated by Arabic numerals, numbering 1 through 12. Regions are designated by Roman numerals, numbering I through VI.

Section 2. REORGANIZATION PROCEDURES. A request for reorganization of the districts shall be presented to the Executive Committee by agreement of a majority of the district presidents. After review and approval of the request by the Executive Committee, the President shall convene a panel comprised of the Executive Committee and a representative from each existing district. The panel's chair shall be the Immediate Past President. Within a twelve month period, the panel shall report to the State Board recommendations for redistricting and implementation of that plan for redistricting.

### **BYLAWS VII- FESTIVALS**

Section 1. ENFORCEMENT OF POLICY. The State Board shall adopt, and revise as necessary, such regulatory policies, principles and procedures for a system of band, chorus and orchestra festivals at district, region/state, all-state levels, and a system of state-wide adjudication festivals, as the State Board, in at its discretion, may deem appropriate. Such policies, principles and procedures shall be published and disseminated to the entire membership of PMEA through the Policy Manual. The Region Policy governs Region festivals. Each district may adopt its own system for the conduct of district festivals and fests, provided it is consistent with the policies, principles or procedures adopted by the State Board. The President may terminate the membership of any person, regardless of the classification of membership, for willful violation of the festival policies, principles or procedures herein authorized. In the event of a written request for appeal filed by the person whose membership has been terminated, the State Board shall convene a Board of Appeal consisting of the officers of PMEA (EXCOM) and three voting members of the State Board. No officer or voting member of the Executive State Board shall be eligible to serve on a Board of Appeal in any matter involving a person in his or her district or region. The Board of Appeal's decision shall be final and binding to all parties.

### **BYLAW VIII - CALENDAR OF EVENTS**

Section 1. DATES. Dates for all events shall be set in consultation with the executive director subject to approval of the State Board. There shall be, in addition, a long-range tentative calendar.

Section 2. DATE REGULATION. All district and region events must take place on the date set on the approved calendar. Any change in date must be approved by the State Board. Only in extraordinary circumstances will a later date be considered.

### **BYLAW IX - PMEA MATERIALS**

Section 1. PMEA MATERIALS. The Executive Director shall have available, for members requesting, an up-to-date copy of the Constitution/Bylaws, together with other regulations governing the conduct of the organization or of individual members. This material may also be made available through the medium of the *PMEA News* or by means of a separate mailing.