

1 **PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION**
2 **BYLAWS**

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4
5 **ARTICLE I – NAME**
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7 This organization shall be known as the Pennsylvania Music Educators Association
8 written as PMEA. PMEA is a state affiliate of NAfME: The National Association for
9 Music Education.

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12 **ARTICLE II – PURPOSE**
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- 14 A. PMEA shall advance music education by:
15 1. Conducting programs and activities to build a vital musical culture and an
16 enlightened musical public for the benefit and the general welfare of all persons;
17 2. Ensuring that every student has access in school to a balanced, comprehensive
18 and high-quality program of music instruction;
19 3. Improving the quality of teaching, research and scholarship in music;
20 4. Promoting the involvement of persons of all ages in learning music;
21 5. Fostering the use of the most effective teaching techniques and resources in
22 music education; and
23 6. Facilitating the effective pre-service and in-service preparation of music teachers.
24
25 B. PMEA may hold conferences, symposia and other meetings; publish journals, books
26 and other publications; seek and accept grants, gifts and contracts for any of its
27 purposes; and exclusively for the public benefit, use, publish and otherwise make
28 the results of its collection of information to the general public on a nondiscriminatory
29 basis.

30
31 No part of the net earnings of the association shall inure to the benefit of or be
32 distributable to its members, trustees, directors, officers or other private persons,
33 except that the association shall be authorized and empowered to pay a reasonable
34 compensation for services rendered and to make payments and distributions in
35 furtherance of 501(c)(3) purposes. No substantial part of the activities of the
36 association shall be the carrying on of propaganda or otherwise attempting to
37 influence legislation and the association shall not participate in or intervene in,
38 including the publishing or distribution of statements, any political campaign on
39 behalf of or in opposition to any candidate for public office.
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42 **ARTICLE III – MEMBERS**
43

44 Section 1. Membership Categories.

45 There shall be the following membership categories: active, life, collegiate, retired,
46 corporate, honorary, and honorary life.

- 47
48 A. Active membership: Active membership shall be open to persons engaged in music
49 teaching or other music-related educational work. Each active member shall have
50 the right to vote and hold office, and shall hold concurrent membership in the
51 National Association for Music Education (NAfME). The PMEA board shall set the
52 amount of annual dues for active membership, plus the amount specified by NAfME
53 for active membership. Dues shall include subscription to *PMEA News* other official
54 PMEA publications, NAfME periodicals and full participation in all the activities of the
55 Pennsylvania Music Educators Association, NAfME, and the Eastern Division of
56 NAfME. Active membership is open to persons eligible for life membership and
57 introductory membership.
58
- 59 B. Life membership: Active life membership is open to eligible persons upon payment
60 of the required fees to NAfME.
61
- 62 C. Collegiate chapter membership: Collegiate chapter membership shall be open to
63 music students in teacher education programs at college or university level who are
64 not employed full time as teachers. Collegiate Chapter members shall not vote or
65 hold elected office. The dues for collegiate chapter members shall be an amount
66 specified by and paid directly to PMEA.
67
- 68 D. Retired membership: Retired membership shall be open to former PMEA/NAfME
69 members who have retired from teaching or other music-related educational work.
70 Retired members may vote and hold office.
71 1. Membership dues for PMEA/NAfME retired members shall be the amount
72 specified by PMEA, plus the amount specified by NAfME. Dues shall include
73 subscriptions to *PMEA News* and NAfME periodicals and complimentary
74 admittance to all PMEA sponsored events with the exception of the All State
75 Festival Concerts and conferences.
76 2. Membership dues for PMEA-only retired members shall be the amount specified
77 by PMEA. Dues shall include subscription to *PMEA News* and complimentary
78 admittance to all PMEA-sponsored events with the exception of the All-State
79 Festival Concerts and conferences. A special gold PMEA membership card shall
80 be issued upon the first payment of retired dues.
81
- 82 E. Corporate membership: Any business entity or institution, including private or public
83 schools, colleges/universities, desiring to contribute to the support of the educational
84 activities of PMEA may become a corporate member upon payment of prescribed
85 dues. Corporate sponsor members may not vote or hold elective office in PMEA.
86 Dues for corporate members shall be the amount set by the board. Dues shall
87 include annual subscription to *PMEA News*, listing in all issues (one year) of *PMEA*
88 *News*, and other advertised benefits.
89
- 90 F. Honorary membership: Upon recommendation and confirmation of the board,
91 honorary membership may be conferred in recognition of outstanding musical
92 achievement e.g., composition, performance, or related contribution to music

93 education in Pennsylvania. Honorary membership is not concurrent with NAFME.
94 Honorary and honorary life membership in PMEA shall both be exempt from state
95 dues.

- 96
97 G. Honorary life membership: Upon recommendation and confirmation of the board,
98 honorary life membership may be conferred on a PMEA member who has held
99 active membership and participated a minimum of twenty-five years in music
100 education and activities of PMEA in recognition of distinctive service to PMEA. Such
101 membership is not concurrent with NAFME: The National Association for Music
102 Education. Honorary life membership in PMEA is exempt from state dues.
103

104 Section 2. Annual dues shall be paid by July 15.
105

106 Section 3. All fees for PMEA services and activities shall be set by the board. All
107 student participation fees payable to PMEA shall be set by the board.
108

109 Section 4. The state president may terminate the membership of any member for willful
110 violation of the festival policies, principles or procedures. The terminated member may
111 file an appeal, in which case the board shall convene a board of appeals composed of
112 the officers of PMEA and three voting members of the board, none of whom may be a
113 person from the same district or region as the terminated member. The decision of the
114 board of appeals shall be final.
115

116 **ARTICLE IV – OFFICERS**

117

118
119 Section 1. Officers

120 The elected officers shall be the president, president-elect and the immediate past
121 president. Candidates must be current Active or retired members of PMEA and NAFME,
122 and be actively involved in music education. Officers may not serve consecutive terms
123 of office. Officers may receive honoraria as approved by the board.
124

- 125 A. President – The president shall be elected for a term of two years beginning on July
126 1, and is responsible for the leadership of PMEA. The president shall plan and
127 preside at all meetings of the board & appoint committees who shall be responsible
128 to the board. The president shall have the authority to call special meetings and shall
129 be an ex officio member of all committees. The president shall be responsible for
130 planning all meeting agendas of the executive committee, the district presidents, and
131 the board. The president shall appoint ex officio positions and officers, except the
132 collegiate chapter president, to serve a term which coincides with that office.
133
134 B. President-elect – The president-elect shall serve a term of two years. The president-
135 elect shall assist the president with tasks as necessary and fill in when the president
136 is unable to fulfill his or her duties. At the end of the term, the president-elect shall
137 succeed to the office of president.
138

139 C. Immediate past president – The immediate past president shall serve a term of two
140 years. The Immediate past president shall serve as advisor to the president, and
141 shall serve as the chair of the nominating committee.
142

143 Section 2. Removal of Officers

144 The board may declare vacant the office of any elected state officer of PMEA for any of
145 the following causes: incompetency, failure to perform the duties of the office,
146 unprofessional actions, or refusal to accept office following election thereto. The board
147 shall fill such office by appointment until the next regularly scheduled election.
148

149
150 **ARTICLE V - MEETINGS**
151

152 A general membership meeting, if necessary, shall be held at such a time and place as
153 may be determined by the board. A quorum shall be ninety Active and retired members.
154 District affiliate organizations shall meet in accordance with their constitutional
155 provisions. Regional meetings should be conducted at each regional festival by the
156 current region chair.
157

158
159 **ARTICLE VI – BOARD OF DIRECTORS**
160

161 Section 1. Composition.

162 The PMEA board of Directors shall be composed of the president, the president-elect,
163 the council chairs, and the district presidents. The executive director shall be a
164 nonvoting ex-officio member of the board.
165

166 Section 2. Authority.

167 The PMEA board of directors shall be the legal representative of PMEA, and shall have
168 the authority to manage the policies and actions of PMEA, subject to any limitations
169 elsewhere in these bylaws.
170

171 Section 3. Meetings.

- 172 A. The board shall meet two times annually. Additional meetings may be called by the
173 president or by a majority vote of the board. When necessary, business may be
174 transacted by mail or conference call.
- 175 B. A majority of the voting members of the board shall constitute a quorum.
- 176 C. A parliamentarian shall be appointed by the executive committee for board and
177 executive committee meetings.
- 178 D. Any elected board member who misses more than one scheduled board meeting will
179 be subject to automatic removal from the board. An appeal may be made to the
180 state executive committee for extenuating circumstances.
- 181 E. Should a district president or council chair find it impossible to attend a state board
182 meeting, a proxy shall be sent with documentation to that effect. The proxy shall
183 have all of the rights and privileges of that office. A proxy may only be used once
184 during the term of a district president or council chair.

- 185
186 Section 4. Election and Term of Office
187 A. A biennial ballot shall be conducted by mail or by online (electronic) ballot. Ballots
188 shall be mailed at least thirty days prior to an election date. Should online balloting
189 be used, members shall be notified at least 30 days in advance of the proper
190 procedure to cast their ballots. Members not having access to electronic voting may
191 contact the Executive Office to have a printed ballot mailed to them. The executive
192 director shall be responsible for the printing and mailing of all ballots to members in
193 good standing or the setup of the online ballot, which shall be accessible to all
194 members in good standing.
195
196 B. The terms of office for all directors shall begin July 1 and shall be for two years.
197
198 C. The chairs of the advocacy, curriculum/instruction, professional development,
199 student performance events and the teacher training, recruitment and retention
200 councils must be full active or retired members. Each shall be elected by the
201 members of the council at its first meeting to serve a term of two years beginning
202 July 1.
203

204 Section 5. Nominations.

205 The nominating committee shall be composed of four members elected by the board of
206 directors and the immediate past president who shall chair the committee in alternate
207 years. Two candidates shall be nominated for each state office. The nominating
208 committee chair shall notify all candidates of election results immediately following the
209 election.
210

211 Section 6. Vacancies

212 A vacancy in the office of PMEA president shall be filled by the president-elect, who
213 shall serve for the remainder of that term followed by a full term as president. The board
214 shall select one of the following options to fill a vacancy in any other elective office:
215 1. There may be a special election;
216 2. The board may fill the vacancy for a period of no more than one year; or
217 3. The position may remain vacant until the next regular election.
218

219 Section 7. Executive Committee

220 The executive committee shall be composed of the president, president-elect,
221 immediate past president, and the executive director who shall serve as a nonvoting
222 member. The president shall chair the executive committee and shall call meetings at
223 least three times each year. The executive committee shall have the authority of the
224 board of directors between meetings. It shall also make policy recommendations to the
225 board, prepare the annual budget, review the association governing documents, review
226 the audit, and confirm the meeting site selection negotiated by the executive director.
227

228
229 **ARTICLE VII – OPERATING COUNCILS AND COMMITTEES**
230

231 Section 1. Operating Councils.
232 There shall be the following operating councils:

- 233 • Advocacy
- 234 • Curriculum/Instruction
- 235 • District Presidents and Vice Presidents
- 236 • Past State Officers
- 237 • Professional Development
- 238 • Student Performance Events
- 239 • Teacher Training, Recruitment, and Retention

240
241 A. Advocacy Council.

242 The advocacy council shall advocate for music education and train members to be
243 advocates. The council chair shall be elected by and from the council for a two year
244 term. The remainder of the council shall be composed of 12 district advocacy
245 representatives, 4 industry representatives, and other such members as determined
246 by the president with the approval of the board of directors. There may also be a
247 nonvoting ex-officio representative from the Pennsylvania Department of Education.
248

249 B. Curriculum/Instruction Council.

250 The curriculum/instruction council shall discuss and recommend best practices of
251 curriculum and instruction to the members. The council chair shall be elected by and
252 from the council for a two year term. The remainder of the council shall be
253 composed of 12 district curriculum/instruction representatives, elected content
254 representatives, and appointed focus areas and other such representatives as
255 determined by the president with the approval of the board of directors.
256

257 C. District Presidents and Vice Presidents Council.

258 The district presidents and vice presidents council shall discuss common issues and
259 share best practices within and among districts. This council shall not deliberate
260 separately on matters to come before the board of directors, nor may it bring
261 proposals to the board. It shall have no chair; each meeting shall be presided over
262 by the district presidents in rotation.
263

264 D. Professional Development Council.

265 The professional development council shall develop and plan professional
266 development opportunities for the members. The chair of the council shall be elected
267 by and from the members of the council. The remainder of the council shall be
268 composed of 12 district professional development representatives. Other members
269 may be designated by the president with the approval of the board of directors.
270

271 E. Student Performance Events Council.

272 The student performance events council shall discuss matters of concern regarding
273 student participation in PMEA events and make recommendations to the state
274 board. The council chair shall be elected by and from the council for a two year term.
275 The remainder of the council shall be composed of 12 district festival coordinators,
276 12 district fest coordinators, and other such members as may be determined by the

277 president with the approval of the board of directors.

278

279 F. Teacher Training Recruitment and Retention Council.

280 The teacher training, recruitment and retention council shall discuss strategies which
281 support the life cycle of a music educator. The council chair shall be elected by and
282 from the council for a two year term. The remainder of the council shall be
283 composed of the SMTE/Higher Education coordinator; the PCMEA president, the
284 PCMEA state advisor, and other such members as may be determined by the
285 president with the approval of the board of directors.

286

287 G. Past State Officers Council.

288 The past state officers council shall advise the executive committee and state board
289 and select state awardees and honorees as directed by the board. It shall be chaired
290 by the immediate past president, and shall be composed of state officers nominated
291 by the president and approved by the board.

292

293 Section 2. Committees.

294 Standing and special committees of PMEA, except the nominating committee, shall be
295 appointed by the president.

296

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ARTICLE VIII – DISTRICTS, REGIONS AND FESTIVALS

299

300 Section 1. Districts.

301 A. There shall be twelve districts and six regions affiliated with PMEA. The districts
302 shall be composed of Pennsylvania Department of Education Intermediate Units as
303 follows:

304

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

305

306

307 B. Divisions for Orchestra Festivals only shall be established by the board.

308

309 Section 2. Reorganization of Districts.

310 A majority of the district presidents may request reorganization of the districts. The
311 request shall be presented to the executive committee, who shall review the request. If
312 approved by the executive committee, the president shall convene a panel composed of
313 the executive committee and a representative from each district, with the immediate
314 past president serving as chair. The panel shall have twelve months to report to the
315 board its recommendations and implementation plan.

316
317 Section 3. Festivals.

318 The board shall adopt rules for a system of band, chorus and orchestra festivals at
319 district, region, all-state levels, fests at the district level, and a system of state-wide
320 adjudication/music performance assessment. Such rules shall be published and
321 disseminated to the membership of PMEA. Each district may adopt its own system for
322 the conduct of district festivals and fests, provided it is consistent with the policies
323 adopted by the board. The Region Policy governs Regions festivals.

324
325
326 **ARTICLE IX - ADMINISTRATION**

327
328 Section 1. Executive Director

329 A. The executive director shall be employed by the board of directors, and be employed
330 through contract with PMEA. The executive director shall record all business
331 minutes of PMEA, be the custodian of PMEA funds, transact all general routine
332 business within PMEA and NAFME and establish such records as may be necessary
333 for efficient conduct of general business affairs. The executive director shall have
334 available a current copy of the bylaws and other regulations governing the conduct
335 of the organization or of individual members.

336
337 B. Quarterly financial statements shall be presented to the board with an annual report
338 printed in the PMEA News. At the end of each fiscal year, the executive director
339 shall submit all records of accounts for audit by a certified public accountant
340 approved by the executive committee. This accountant shall prepare and submit all
341 Internal Revenue Service documentation.

342
343 C. There shall be an annual inventory of and insurance for office equipment. This
344 equipment is the sole property of PMEA. This record of inventory, all insurance
345 documents, along with all financial corporate documents, shall be held with the
346 corporate documents in a secure location.

347
348 D. The executive office is the official headquarters of PMEA and shall be available to
349 the general membership. The location of said office shall be determined by the
350 executive committee in cooperation with the executive director. At the end of the
351 executive director's tenure, all PMEA administrative documents and financial records
352 shall be relinquished to the successor or executive committee. At this time all
353 financial accounts will be audited and a final report submitted to the executive
354 committee by a certified public accountant.

355

356 E. Dates for all events shall be set in consultation with the executive director subject to
357 approval of the board. All district and region events must take place on the date set
358 on the approved calendar. Any change in date must be approved by the board. Only
359 in extraordinary circumstances will a later date be considered.

360
361 Section 2. Financial

362 A. A fidelity bond covering maximum funds on hand shall be established by the
363 executive director to cover this office and all individuals who handle PMEA funds,
364 including the executive office staff, the executive committee, professional
365 development representatives, the all-state festival coordinator, and the adjudication
366 chair.

367
368 B. No PMEA member or staff member shall be required to accept personal financial
369 responsibility for duly authorized bills or obligations incurred on behalf of PMEA.

370
371 C. Districts shall be responsible for all debts and obligations of their organization except
372 those specifically identified by the board. Qualifying expense reimbursements for
373 state officers, members of the board and appointed chairs or committees in the
374 fulfillment of their official duties and assignments to PMEA shall be paid in
375 accordance with the annual budget using an expense voucher system.

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378 **ARTICLE X - DISSOLUTION**

379
380 In the event of dissolution or termination, of the PMEA, the board shall, after payment
381 of all the liabilities of PMEA, dispose of all the assets of PMEA exclusively for the
382 objectives of PMEA in such a manner or to such organization or organizations
383 organized exclusively for charitable, educational or scientific purposes as shall at the
384 time qualify as an exempt organization or organizations under Section 501(c)3 or the
385 Internal Revenue Code of 1954 (or corresponding provision of any future United States
386 Internal Revenue Law) as the board shall determine. Any of such assets not so
387 disposed of shall be disposed of by the court of proper jurisdiction exclusively for such
388 purposes or to such organization or organizations as said court shall determine, which
389 are organized and operated exclusively for such purposes.

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392 **ARTICLE XI – PARLIAMENTARY AUTHORITY**

393
394 The rules contained in the current edition of *Robert's Rules of Order Newly Revised*
395 shall govern this association in all cases to which they are applicable and in which they
396 are not inconsistent with these bylaws and any special rules of order PMEA may adopt.

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399 **ARTICLE XI – AMENDMENTS**

400
401 These bylaws may be amended by a majority of the eligible members voting at a

402 membership meeting or by mail (which may include electronic mail), provided that
403 written notice and the text or proposed revisions are published prior to voting. Balloting
404 shall be conducted by mail from the executive office. The board shall be responsible for
405 a review every five years and for the publication of proposed changes or amendments.