The Bylaws of Florida National Association for Music Education Collegiate

A Component Organization of the Florida Music Education Association

Article I – Organization & Affiliation

The organization exists as a council organization of the Florida Music Educators Association (FMEA) as provided for in Article II, Section 2 of the FMEA Bylaws. It also exists in the capacity of the state collegiate chapter of NAfME: The National Association for Music Education for the state of Florida.

Article II – Membership

Section 1. Active Membership

All currently enrolled college students who are active members of Florida NAfME Collegiate and of the Florida Music Education Association are considered active members of the organization. Membership in the organization is in accordance with rules and guidelines established by Florida NAfME Collegiate.

Section 2. Dues

All active members must pay annual dues to FMEA and NAfME at the time of registration. No separate or additional dues will be collected by the organization itself. Individual school chapters may require chapter dues according to their policies.

Section 3. Term of Membership

A term of active membership in the organization lasts from July 1st to June 30th of the following year.

Section 4. Privileges

Membership in the organization grants the right to vote in General Business meetings, run for elected office, apply for appointed office, attend state conventions and clinics for both FMEA and Florida NAfME Collegiate, and all other specific privileges granted by and associated with FMEA or NAfME.

Article III – Executive Board

Section 1. Constituency

The executive board consists of elected and appointed officers and chairpersons that are charged with the responsibility of executing business on behalf of the organization and managing the internal affairs of the organization, to include establishing policy and regulation.

Section 2. Eligibility

To serve on the executive board, one must be enrolled at an institution of higher learning in Florida, an active enrolled student for the duration of their entire term of office, and an active member of a Florida NAfME Collegiate Chapter. In the case where the immediate past president graduates during their term of office, he or she may serve in their office until graduation, and then serve in an advisory, non-voting role on the executive board until the end of the January convention.

Section 3. Elected Officers

The officers of this organization elected by the general membership are the president-elect, secretary, treasurer, advocacy chair, and parliamentarian.

Section 4. Presidential Succession

The president-elect will serve a one-year term, and will then succeed to a one-year term as president, followed by a one-year term as immediate past president.

Section 5. Appointed Officers & Chairpersons

The appointed chairpersons of the organization will be decided upon by the newly-elected executive board. Any of the appointed positions will be held by a current student at a recognized university. If the currently residing chair graduates during their term of office, they will be allowed to remain in office until the next election held in January. All appointed officials may be dismissed should they fail to uphold their duties as stated in the bylaws per the discretion of the president.

Section 6. Additional Appointments

The president-elect may appoint additional officers at the time of the annual elections after the desired position(s) receive majority approval of the executive board. This approval must be done prior to announcing the appointment to the general membership.

Section 7. Assumption of Office

All members of the executive board will serve in the official capacity of their elected or appointed office beginning at the time of their election at the January state convention. After the election the immediate-past officers and chairs will serve as mentors to their successors.

Section 8: Dismissal of Elected Officers

Any elected officers who fail to fulfill their duties as stated in the bylaws may be impeached by a two-thirds majority vote of the executive board.

Article IV – Duties of Office

Section 1. President

It shall be the duty of the president to preside at all executive board meetings and meetings of the membership, to order the execution of resolutions, to call meetings of the executive board and meetings of the membership, to exercise supervision over the affairs of the organization, to make decisions in cases of emergency when immediate action is necessary, and to serve as a member of the FMEA Board of Directors.
Additionally, the president will maintain open communication with FMEA staff and Board members, the FL NAfME Collegiate advisor, and with Florida NAfME Collegiate chapters throughout the state.

The president is responsible for coordinating an Annual Fall Conference, which entails: communicating with representatives at a host facility, contracting guest speakers/clinicians for professional development, and communicating with Florida chapters about the conference's date, content, location, and other details at the beginning of the fall semester.

The president is responsible for contracting four guest clinicians for collegiate-focused sessions at the Annual FMEA January Professional Development Conference.

The president will be expected to forward/copy the president-elect in all relevant communications with FMEA staff and NAfME Collegiate Chapters. It is the duty of the president to train the president-elect for their upcoming term.

The president is responsible for overseeing all operations of organization committees and sub-groups and to maintain communication with the chairs.

Section 2. President-Elect

It shall be the duty of the president-elect to perform all the duties of the president in their absence, assist the president in facilitating meetings and conferences by providing for accommodations as requested, and to carry out all duties assigned by the president or the executive board.

Section 3. Immediate Past President

It shall be the duty of the immediate past president to advise the president as necessary, to maintain and update the officers' handbooks, and to perform other duties or responsibilities requested by the president.

Section 4. Secretary

It shall be the duty of the secretary to take minutes and keep records of all meetings and affairs that take place while they are in office, to facilitate consistent communication between officers throughout the state, to regularly update/maintain affiliated social media pages and websites, and to perform any tasks or duties assigned by the president.

Section 5. Immediate Past Secretary

It shall be the duty of the immediate past secretary to advise the secretary as necessary, and to perform other duties or responsibilities requested by the president.

Section 6. Treasurer

It shall be the duty of the treasurer to manage and account for all physical and fiscal assets of the organization by communicating with the FMEA Staff Member, to update account statements monthly and provide account balances as requested to the president, to provide financial statements at the May meeting of the executive board and Fall Conference, to keep time of speeches, questions, and debates during elections and discussions, and to perform any other tasks or duties as assigned by the president.

The executive board requires the treasurer to create a yearly budget based on the May Financial Year to be published online in conjunction with the president.

Section 7. Immediate Past Treasurer

It shall be the duty of the immediate past treasurer to advise the treasurer as necessary, and to perform other duties or responsibilities requested by the president.

Section 8. Parliamentarian

It shall be the duty of the parliamentarian to be familiar with and enforce the Constitution and bylaws, to ensure order is maintained at all meetings of the membership, to be familiar with Robert's Rules of Order and parliamentary procedure, and to submit and announce any amendments to the Constitution or bylaws to the membership/update them appropriately. They will also work with the secretary to update the website with parliamentary resources. They will also count votes with the president at the January Conference. They will also perform any tasks or duties assigned by the president.

Section 9. Immediate Past Parliamentarian

It shall be the duty of the immediate past parliamentarian to advise the parliamentarian as necessary, and to perform other duties or responsibilities requested by the president.

Section 10. Advocacy Chair

It shall be the duty of the advocacy chair to manage and actively promote the participation of members in the state legislative affairs that affect the field of music education; to keep the membership apprised of any such affairs taking place in the Florida or national legislature; to establish and maintain communication with the Government Relations Chair of FMEA; and to oversee preparation for the annual spring FMEA Collegiate Advocacy Day at the capitol. Additional responsibilities relating to awards or advocacy may be charged by the president as necessary.

The advocacy chair is responsible for overseeing and managing the advocacy committee, presiding as chair, scheduling meetings, preparing agendas, and delegating duties to the committee. Additionally, the advocacy chair will maintain communication about the committee with the president.

Section 11. Immediate Past Advocacy Chair

It shall be the duty of the immediate past advocacy chair to advise the advocacy chair as necessary, and to perform other duties or responsibilities requested by the president.

Section 12. Transition Plan Meeting

It shall be the duty of all newly elected officers to reach out to the immediate-past officer to plan a transition meeting. The purpose of the transition plan meeting is to inform the new officer of duties of office, planned goals, advice, and any additional information about the role.

Article V – Committees

Section 1. Standing Committees

The appointment of the standing committees shall be decided by the newly-elected executive board.

The following standing committee shall be appointed after the election/appointment of the incoming executive board:

a. Advocacy committee, to which committee shall be referred all matters, as deemed appropriate by the advocacy chair, relating to advocacy.

Section 2. Ad hoc committees

The appointment of all ad hoc committees shall be at the discretion of the president.

The voting procedure to instate ad hoc committees will follow the voting procedure of an amendment, as stated in Article XII, (majority vote) in two consecutive meetings of the executive board.

Article VI - Vacancies

Section 1. Replacement

Any elected or appointed officer with the exception of president, president-elect, or immediate past president who cannot fulfill their prescribed term of office will be replaced by presidential appointment, which must be approved by a majority vote of the executive board. The president may choose to delegate the duties of a vacant office to the executive board and leave the position vacant for the duration of the term.

Section 2. President

In the event that the president is unable to carry out their office, the president-elect will immediately assume the duties of the president for the duration of the current term, and then will continue to serve the next term as president.

Section 3. President-Elect

In the event that the president-elect is unable to fulfill their term of office, their duties will be delegated to a member of the current executive board until a new president can be elected by special election at the next annual election. No member of the organization shall be permitted to serve in the office of president without having served at least six months as a member of the executive board.

Section 4. Immediate Past President

In the event that the immediate past president is unable to fulfill their term of office, the position will remain vacant and will not be reappointed. The president will delegate responsibilities of the immediate past president to a member of the current executive board.

Article VII – Meetings

Section 1. Calling of Meetings

Meetings of the membership shall occur at least twice per year, one of which must be a General Business meeting. Meetings of the executive board will occur at least twice per year. Special meetings may be called at the president's discretion, provided a majority of the executive board is permitted to attend.

Section 2. Proxies

Proxies may not be utilized for purposes of voting or nomination under any circumstances for General Business or executive board meetings.

Section 3. Procedure

All meetings will follow standard parliamentary procedure, using Robert's Rules of Order as a guideline. Procedures given in the Constitution and bylaws will always supersede Robert's Rules of Order.

Section 4. Suspension of the Bylaws

In order for a section of the bylaws to be suspended, a majority vote must be taken in a meeting of the membership. The executive board alone may not suspend bylaws. Multiple sections may not be suspended in a single motion.

Article VIII – Nominations & Elections

Section 1. Eligibility

Any member seeking to run for any office must be at least in their second year of membership of NAfME Collegiate. Any member who has failed to hold Active Membership status, as defined in Article II, Section 1, will be considered ineligible to run for office. In addition, any member seeking to run for any office must have a minimum GPA of 3.0.

Section 2. Nomination

An individual seeking nomination to run for an elected office in this organization must complete and submit the Elected Position Application by the deadline decided upon by the executive board. Should no member apply for an office, nominations on the floor shall be opened at the Election Meeting only for the offices that have not been applied for.

Section 3. Appointed Offices

The application procedure for appointed officers will be determined by the newly-elected executive board after the state convention in January. All information regarding applications for appointed positions will be released via email after the state convention in January.

Section 4. Election Procedures

Each individual nominated and recommended for elected office will have approximately two minutes to address the membership. The president will then accept up to three questions for the candidates from the membership. There will then be a five (5)-minute discussion period, which may be extended up to five (5) minutes longer as per Robert's Rules of Order. All candidates will not be present for each other's addresses, question periods, or discussions, but do have the right to vote in the election for their position.

Section 5. Voting

Voting will be conducted by secret ballot for each elected office. Only active members of Florida NAfME Collegiate are eligible to vote. The parliamentarian and president are responsible for counting the ballots, and the president will announce the election results to the membership.

Article IX – Quorum

Section 1. General Business

Quorum for the General Business meetings of the organization shall consist of 51% of collegiate NAfME chapters in the state of Florida. Chapters will be considered in attendance when at least one active collegiate member of said chapter is present. Chapter roll call will be taken at the beginning of each meeting of the membership to determine the number of active members present. The roll call shall be updated prior to each vote during an election.

Section 2. Executive Board

Quorum for executive board meetings shall consist of a simple majority of current members of the executive board.

Article X – Fiscal Year

The fiscal year of the organization will cycle concurrent with the annual executive board meeting in May of each year. The incoming executive board will be responsible for the allocation of FMEA funds, in alignment with the FMEA fiscal year beginning with the May FMEA executive board meeting of that elected year.

Article XI – Amendment

Section 1. Approval

Amendments to the bylaws shall require a reading and majority vote approval in two consecutive meetings of the executive board.

Section 2. Implementation

Amendments to the bylaws shall take effect immediately upon second reading and approval by the executive board All amendments shall be announced at the next meeting of the membership.

Article XII – Chapter Operations

Section 1. Chapter Update Form

All collegiate chapters associated with Florida NAfME Collegiate must submit a completed and updated Collegiate Chapter Update Form at least twice per academic year to the state secretary via e-mail. If a chapter fails to submit the form as per the requirement, all members of the chapter in question will be unable to run for the state executive board for a full year.The secretary will present the deadline of the Collegiate Update Form to the associated chapters at least 14 days before the deadline, as decided by the state executive board at the annual executive board meeting in May.

Article XIII – Awards and Scholarships

Section 1. Creation of Awards or Scholarships

The executive board may create an award or scholarship at their discretion. The award or scholarship must contain the following stipulations:

- Clear purpose for why the award is given
- Concise monetary attachments (e.g. is the award a lump sum gift, a travel reimbursement, etc.)
- Application process with timeframe requirements
- Demonstration of merit by applicants

The executive board retains the right to add additional or stricter requirements as deemed necessary.

Section 2. Implementation of Awards or Scholarships

The executive board will follow the process outlined in Section XI to create and implement new awards or scholarships.

Amended January 11, 2025