

KANSAS MUSIC  
EDUCATORS  
ASSOCIATION

**BY-LAWS**

APPROVED AS REVISED  
FEBRUARY 25, 2017

# BY-LAWS OF KANSAS MUSIC EDUCATORS ASSOCIATION

## ARTICLE I – NAME

Section 1. The corporate name of this association is the Kansas Music Educators Association

## ARTICLE II – OBJECT

Section 1. The object of this association is the advancement of music education.

## ARTICLE III – MEMBERSHIP AND DUES

Section 1. Active Membership. Active membership shall be open to all persons engaged in music teaching and other persons with an interest in the advancement of music education. Active membership shall provide the privileges of participation in the activities of the association, including the right to vote, to hold office, and admission to meetings of the association, including one state In-Service Workshop per membership period, upon the member's compliance with registration requirements. Dues shall be determined by the Board of Directors, to which shall be added the amount of active membership dues of the National Association for Music Education. Active members shall be active members of the National Association for Music Education.

Section 2. NAfME Collegiate Membership. Student chapter membership shall be open to students of music at the college level who are not employed as teachers. Annual dues shall be set by each individual chapter to which shall be added the amount of student chapter membership dues of the National Association for Music Education and KMEA. Student chapter members shall be admitted to state, division, and national meetings upon compliance with registration requirements, and shall receive all privileges of active membership except the right to vote and hold office, except for the elected State (NAfME Collegiate) President. (See Article V, Section 6 for clarification.)

Section 3. Life Membership. The Kansas Music Educators Association shall extend to all persons holding Life Membership in the National Association for Music Education the rights and privileges of active membership in the association.

Section 4. Retired Membership. Retired membership shall be open to all individuals over 54 years of age who have retired from the profession and who have been members of KMEA for at least 10 years. Retired members will receive KMEA membership with all privileges except voting. Retired Members may vote in KMEA elections if they are also a member of NAFME. Members will be entitled to attend the State In-Service Workshop without payment of the registration fee. KMEA retired membership dues are not unified with NAFME retired membership dues.

SECTION 5. TRI-M MEMBERSHIP. Student membership is open to students in high schools and middle schools where Tri-M Chapters are active. Annual dues shall be set by each individual chapter to which shall be added the amount of student chapter membership dues of NAFME and KMEA. Student members may attend Tri-M clinics sponsored by KMEA. Student members may not vote or hold office in KMEA.

## ARTICLE IV – DISTRICTS

This association shall be divided into the following districts:

Northeast District shall include the counties of Atchison, Brown, Doniphan, Douglas, Jackson, Jefferson, Leavenworth, Nemaha, Shawnee, and Wyandotte.

East Central District shall include the counties of Franklin, Johnson, Miami, and Osage.

Southeast District shall include the counties of Allen, Anderson, Bourbon, Chautauqua, Cherokee, Coffey, Crawford, Elk, Greenwood, Labette, Linn, Montgomery, Neosho, Wilson, and Woodson.

North Central District shall include the counties of Chase, Clay, Cloud, Dickinson, Geary, Lyon, Marshall, Morris, Ottawa, Pottawatomie, Republic, Riley, Saline, Washington, and Wabaunsee.

Northwest District shall include the counties of Cheyenne, Decatur, Ellis, Ellsworth, Gove, Graham, Jewell, Lincoln, Logan, Mitchell, Norton, Osborne, Phillips, Rawlins, Rooks, Russell, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace.

Southwest District shall include the counties of Barber, Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearny, Kiowa, Lane, Meade, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Stafford, Stanton, Stevens, and Wichita.

South Central District shall include the counties of Butler, Cowley, Harper, Harvey, Kingman, Marion, McPherson, Reno, Rice, Sedgwick, and Sumner.

## ARTICLE V – GOVERNMENT

Section 1. Officers. The officers of the Kansas Music Educators Association shall be a President, and a President-Elect, and a Vice President (immediate past president). Each office is a two-year term, for a total of six years of service. The duties of these offices shall be as follows:

- A. President. The President shall preside at state In-Service Workshops, and all business meetings of KMEA. The President shall have the power to appoint Advisory Council Chairs and other resource persons and committees not otherwise provided for in the Bylaws and shall be responsible for the planning of the annual In-Service Workshop of the association and perform all other duties pertaining to the office. The President shall have the power to appoint a chairman for each of the All-State Ensembles.
- B. Vice President. The Vice President, who shall be the immediate past president, shall serve as advisor to the President, shall have such other duties as may be assigned by the President or the Board of Directors.
- C. President-Elect. The President-Elect shall assist the President in an advisory capacity, and have such other duties as may be assigned by the President or the Board of Directors.

Section 2. Executive Committee. The Executive Committee of the Kansas Music Educators Association shall be composed of the officers of the association and the Executive Director. The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that body. The Executive Committee shall serve as the Nominating Committee for the election of President-Elect for the Association.

Section 3. Board of Directors. The Board of Directors of the Kansas Music Educators Association shall be composed of the officers of the association: the President, the President-Elect, the Vice President, the Presidents of the seven districts, and the NAFME Collegiate President. The Board of Directors Shall:

1. administer and be responsible for the business management, educational affairs, and operation of the association, and for the management and control of the funds thereof;
2. have the responsibility for the association general policies and program of activities;
3. determine the time and place of the annual In-Service Workshop and business meeting, and the time and place of the annual district meetings;
4. appoint an Executive Director, prescribe duties and compensation and have full supervision and control of actions taken by the Executive Director;
5. provide for a complete annual review of the accounts of the association by a duly qualified accountant;
6. approve the nominees of the Nominating Committee for the office of President-Elect; and
7. supervise and direct the publications of any yearbooks, proceedings, bulletins, reports, and all other official publications.

Section 4. Advisory Council. The Advisory Council of the Kansas Music Educators Association shall be composed of interest areas the President may deem necessary. The Advisory Council Chairs may be deleted or additional Chairs added by the KMEA President with approval of the Board of Directors. Vacancies on the Advisory Council shall be filled by the KMEA President. The Advisory Council shall cooperate with the President in planning programs for the annual In-Service Workshop of the association and have such other duties as assigned by the President.

Section 5. District Officers. Each of the districts set forth in Article IV shall have a district president, district president-elect, a district executive director, and district advisory officers, whose duties shall be as follows:

- A. District President. The District President shall preside at all meetings of the district members and shall have the power to appoint all district advisory personnel and committees for the district not provided for in these bylaws. The President shall, in consultation with the Board of Directors and with the other officers of the district, prepare the program for the meetings of the district and perform all other duties pertaining to the office. The President shall be responsible for implementing the overall program of the association within the district. The President shall have the power to appoint any active member of the district to fill any vacancy that may occur in the district offices of president-elect or secretary/treasurer by temporary appointment to be ratified at the next regular district meeting, pending the next regular election. The President shall be a member of the Board of Directors of the association. The President shall be responsible for conducting the election of district officers as provided in Article VI, Section 4 of these bylaws.
- B. District President-Elect. The District President-Elect of each district shall assist the President in an advisory capacity and have such other duties as may be assigned.
- C. Vice President – The Vice President, who shall be the immediate past president, shall serve as advisor to the President, shall have such other duties as may be assigned by the President.
- D. Executive Director. The Executive Director of each district shall keep and record the minutes of the district meetings and shall be responsible for the financial obligations of the district.
- E. District Advisory Officers. The District President shall appoint advisory officers for any areas of interest for the function of the district.

Section 6. NAfME Collegiate President. The President shall represent all NAFME Collegiate members in the state on the KMEA Board of Directors. The President will report to NAFME Collegiate chapters regarding actions taken by the Board of Directors after each Board of Directors' meeting. The President shall be responsible for setting up the election of next year's state NAFME Collegiate president as outlined in Article VI, Section 6.

Section 7. All-State Chairs and Elementary Chair. The KMEA President-Elect shall appoint chairs for all-state ensembles and elementary music. These appointees shall serve as assistant chairs under the President-Elect, and shall become chairs when the President-Elect becomes President. Each chair will, at the discretion of the President and the Executive Director, select conductors for and organize the all-state ensembles and /or plan sessions for the In-Service Workshop.

Section 8. Affiliate Members. Affiliate members shall include a KMMA liaison and the elected presidents of the following associations: KASTA, KBA, KCDA, Kansas Orff, KMEK, and KMTA. The affiliate members shall represent their membership to the KMEA President and Board of Directors. Additional members may be added at the discretion of the President to be approved by the Board of Directors.

## ARTICLE VI – ELECTIONS

Section 1. Nominating Committee. The nominating committee shall consist of the members of the KMEA Executive Committee. The nominating committee shall secure the names of two candidates for the office of President-Elect and present these names to the Board of Directors for approval.

Section 2. Nomination. The Board of Directors shall meet on or before the first day of the annual state In-Service Workshop of odd-numbered years to approve the nomination of two candidates for the office of president-elect.

Section 3. Election of Officers. The voting for president-elect shall occur during the month of February for a minimum of 7 days and ending at 9:00 AM on the Saturday of the annual In-Service Workshop. The candidate receiving the most votes shall be elected. Campaigning will not be allowed. Positions may be expressed when requested but shall not be given voluntarily or unsolicited.

Section 4. Election of District Officers. An election shall be held during November and/or December for a period of no less than 7 days in the Southeast District, the Northwest District, and the South Central District during each even-numbered year and in the Northeast District, the East Central District, the North Central District, and the

Southwest District during each odd-numbered year for the purpose of electing district officers. The candidates receiving the most votes shall be elected.

Section 5. Eligibility to Vote. Only persons holding current active membership shall be eligible to vote at all meetings.

Section 6. Election of State NAFME Collegiate President. The State NAFME Collegiate President will be elected by the state student chapter members at the annual KMEA In-Service Workshop. A state NAFME Collegiate Vice President will be elected in the same process, but will not have voting privileges on the KMEA Board of Directors. Full notification of meeting and listing of nominees will be made available to each NAFME Collegiate chapter at or before the annual In-Service Workshop. The candidates receiving the most votes shall be elected.

#### ARTICLE VII – TERMS OF OFFICE

Section 1. President. The President-Elect assumes the office of President for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop held on odd-numbered years.

Section 2. President-Elect. The President-Elect shall serve for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop held on odd-numbered years.

Section 3. Vice President. The Vice President shall serve for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop held on odd-numbered years.

Section 4. District Officers. The district officers shall serve for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop following their election.

Section 5. State NAFME Collegiate President and President-Elect. The Collegiate President-Elect will assume office beginning with the first day of the first month following the close of the annual In-Service Workshop and will assume the Presidency following the June KMEA and Collegiate Board meetings of the same year. The Collegiate President will serve a term of one year.

Section 6. Succession to the Presidency. If a State or District President cannot complete the prescribed presidential term due to incapacitation, vacation of post, resignation, change of residence outside of the prescribed District or State of election, or other reason, the Presidency will be considered vacated.

- a. President. If the Presidency is vacated during the first year of the presidential term (before March 1 following assuming the office), the presidency will be filled by the Vice President, and the District or State will continue without a Vice President until the normal succession of officers. If vacation occurs during the second year of the presidential term (on or after March 1 following assuming the office), the presidency will be filled by the President-Elect, and the President Elect will complete the duties of President and President-Elect until succession to the presidency occurs on the following March 1.
- b. Vice President. If the office of Vice President is vacated, that position shall remain empty until assumed at the appropriate time by the President.
- c. President-Elect. If the office of President-Elect is vacate for a reason other than to assume the Presidency (as described above), the office will be filled by the candidate who was not elected to the President-Elect position from the previous election. If that person is unwilling or unable to assume the office, the President will call for a vote of the membership to elect a new President-Elect within 90 days of the vacation by the President-Elect position.

Section 7. Removal from Office. Any officer or employee of KMEA may be removed from his/her position for reason of incapacity, unfitness for office or non-confidence by a 2/3 majority vote of the KMEA Board of Directors.

## ARTICLE VIII – Re-Election

Association and district officers may not be re-elected to succeed themselves but may be returned to the same office after a period of one or more terms have elapsed.

## ARTICLE IX – ADMINISTRATIVE OFFICERS

The association shall have the following administrative officers:

Section 1. Executive Director. The Executive Director is the chief professional administrator of the association and is responsible through the President to the Board of Directors. Operating within the bylaws of KMEA and within the policies established by the Board of Directors, the Executive Director:

- a. Is responsible, in consultation with the Executive Committee, for the performance of all persons employed by KMEA.
- b. Maintains appropriate controls over the funds and physical assets of KMEA.
- c. Under the direction of the President and/or the Board of Directors, is responsible to assist in (1) the implementation of plans and programs established to achieve the goals and objectives of KMEA and (2) the implementation of policies for the governance of KMEA and the maintenance of effective relationships with affiliate organizations.
- d. Maintains effective communication with members of the Executive Committee and the Board of Directors.
- e. Maintains a complete and accurate record of all association business meetings, all meetings of the Board of Directors, Executive Committee, the Advisory Council and have the proper records available at all official meetings.
- f. Shall give such bond as may be required by the Board of Directors and submit an annual report to the Board of Directors.
- g. Assumes other responsibilities as assigned by the President or the Board of Directors.
- h. Shall turn over to the successor all money, books, records, and other property of the association upon termination of duties.

Section 2. Editor. The Editor of the association's official magazine, the Kansas Music Review, shall be responsible for the publication of the magazine, including the securing and/or the preparation of all copy. The Editor shall be responsible through the Executive Director to the Board of Directors. In the absence of instructions from the Board of Directors the Editor shall be under the direction of the President. The Editor shall submit an annual report to the Board of Directors.

Section 3. Advertising Manager. The Advertising Manager of the association's official magazine, the Kansas Music Review, shall be responsible for all business matters concerning the publication of the magazine in accordance with the bylaws. The Advertising Manager shall be under the direction and responsible through the Executive Director to the Board of Directors. In the absence of instructions from the Board of Directors the Advertising Manager shall be under the direction of the President. The Advertising Manager shall submit an annual report to the Board of Directors.

Section 4. Recording Secretary. The Recording Secretary shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall keep complete and accurate minutes of all meetings of the Board of Directors.

Section 5. Workshops Exhibition Manager. The Workshop Exhibits Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for all business matters concerning exhibits for the annual KMEA In-Service Workshop. The Workshops Exhibits Manager shall recruit, assign, contract and coordinate the workshop exhibits.

Section 6. All-State Manager. The Festival Ensembles Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for all business and logistical coordination of KMEA sponsored festivals, live auditions, and other events as assigned by the Executive Committee. The Festival Ensemble Manager shall be responsible for all business, audition, and logistical coordination of the KMEA All-State Ensembles.

Section 7. Workshop Registration Manager. The Workshop Registration Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for the coordination and processing of pre-registration and on-site registration at the annual In-Service Workshop.

Section 8. Technology and Website Manager. The Technology and Website Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for maintaining and updating the association website and the oversight of technology used by the association.

Section 9. Workshop Local Arrangements Chair. The Workshop Local Arrangements chair shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall oversee all equipment needs for the annual KMEA In-Service Workshop.

Section 10. In-Service On-Site Registration Chair. The In-Service On-Site Registration Chair shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall organize the In-Service Workshop on-site registration as directed by the Workshop Registration Manager.

#### ARTICLE X- MEETINGS

Section 1. Executive Committee. The Executive Committee shall meet at the call of the President. A quorum of all four members of the Executive Committee shall be required for the transaction of business. Emergency action may be taken by the Executive Committee and all action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors as needed.

Section 2. Board of Directors. The Board of Directors shall meet annually and at the call of the President or upon the joint request of not less than three members of the Board of Directors. A quorum of not less than six members of the Board of Directors shall be required for the transaction of business. Authority for emergency action by the Board of Directors may be secured by mail or e-mail and action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors.

Section 3. Advisory Council. The Advisory Council shall meet jointly and annually with the Board of Directors and at the call of the President.

Section 4. Association. The Kansas Music Educators Association shall meet annually for an In-Service Workshop. The registration fee for the annual In-Service Workshop shall be determined by the KMEA Board of Directors.

Section 5. District Meeting. The members of each of the seven districts shall meet annually.

#### ARTICLE XI – AFFILIATIONS

Section 1. NAfME: The National Association for Music Education (NAfME). The Kansas Music Educators Association shall function as the affiliated state unit of NAfME: The National Association for Music Education (NAfME)

Section 2. Kansas State High School Activities Association. The Kansas Music Educators Association shall function as an affiliated unit of the Kansas State High School Activities Association.

Section 3. Affiliations. Such affiliations as set forth above shall not restrict or alter these bylaws, nor shall such affiliations alter the status of the Kansas Music Educators Association in its relationship to its affiliated organizations, nor the operation and activities thereof, nor the rights and privileges of individual members as herein set forth.

## ARTICLE XII – LIMITATION OF RESPONSIBILITY OF THE OFFICERS

The authority and responsibility for the management and for the maintenance of the good will and credit of the association is vested in the Board of Directors, but it is expressly understood that neither the Board of Directors, nor any member thereof, nor any salaried officer, nor any member of the association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits, or litigation which may develop from authorized activities of the organization carried on in good faith in pursuit of the objectives, purposes, and activities or authorized by the Articles of Incorporation and Bylaws.

## ARTICLE XIII – FISCAL YEAR

The fiscal year shall be from July 1 to June 30, or such other period as may be determined by the Board of Directors.

## ARTICLE XIV – RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern in all business meetings of the association.

## ARTICLE XV – AMENDMENTS

The bylaws may be altered or amended by an approving vote of two-thirds of the active members voting at the annual In-Service Workshop, provided formal notice of such contemplated alteration or amendment shall be given by mail or otherwise to all active members of record at least sixty days before the annual business meeting; or, the bylaws may be altered or amended by an approving vote of two-thirds of the active members voting at the annual In-Service Workshop, provided the alteration or amendment has the approval of the Board of Directors and formal notice of such contemplated alteration or amendment shall have been given to the active members attending the annual convention at least twenty-four hours before the annual business meeting.