



# OMEA CONSTITUTION

REVISED 2-17-96

## ARTICLE 1. NAME AND PURPOSE

**SECTION 1. NAME** The name of the organization shall be the Oregon Music Educators Association.

**SECTION 2. PURPOSE** The Association shall function as a nonprofit educational association whose purpose is to provide professional in-service educational experiences through district and state conferences, clinics and journals for music educators and music students in Oregon's schools. The Association will provide the leadership for district and state educational activities in music to serve the students of Oregon.

**SECTION 3. AFFILIATION** The Oregon Music Educators Association shall function as a state unit of the Music Educators National Conference.

**SECTION 4. RELATIONSHIPS** The organization shall maintain a close relationship with the Oregon State Department of Education and the Oregon School Activities Association. Through affiliation with the Music Educators National Conference and its Northwest division, OMEA shall have an active relationship with other affiliated state music educator associations as provided in the constitution and bylaws of MENC.

**SECTION 5. COMMUNICATION** The official magazine shall be called *The Oregon Music Educator*. The official newsletter shall be called *The Metronome*.

## ARTICLE 2. MEMBERSHIP

**SECTION 1. ACTIVE MEMBERSHIP** Any person engaged in music education may become an active member of this Association upon payment of prescribed dues. Active members whose dues are currently paid shall have the privilege of voting.

**SECTION 2. COLLEGIATE MEMBERSHIP** Any college or university student within the state of Oregon who is a collegiate member of MENC shall automatically become a member of the state organization.

**SECTION 3. RETIRED MEMBERSHIP** Retired membership shall be open to former professional music educators. Full membership shall be maintained including voting rights.

**SECTION 4. ASSOCIATE MEMBERSHIP** Associate membership includes three categories — Sustaining Members, Associate Members, and Parent-Associate Members — and is open to individuals or businesses who wish to become known as friends of, or advocates for, music education in Oregon. Sustaining members will receive relevant Association publications of particular interest and all three Associate Membership categories are welcome to attend all district and state functions upon the payment of proper fees. Associate members may not vote.

## ARTICLE 3. DUES

**SECTION 1. ACTIVE MEMBERSHIP DUES** Dues for OMEA Active Members shall be the combined total of OMEA dues as prescribed in the Bylaws and the cost of membership in the Music Educators National Conference as prescribed in the MENC Constitution.

**SECTION 2. INTRODUCTORY DUES** Dues for first-year teachers shall be one-half (1/2) of the OMEA/MENC active membership dues (to the nearest dollar figure.)

**SECTION 3. DUES FOR COLLEGIATE MEMBERS** There shall be no dues for collegiate members other than those required by MENC.

**SECTION 4. DUES FOR RETIRED MEMBERS** Dues for Retired Members shall be one-fourth (1/4) of the OMEA active membership dues (to the nearest dollar figure) plus the cost of membership in MENC as prescribed in the MENC Constitution.

**SECTION 5. DUES FOR ASSOCIATE MEMBERS** Dues for Associate Members shall be set by the OMEA Board as prescribed by the Association Bylaws.

## ARTICLE 4. BOARD OF CONTROL

**SECTION 1. EXECUTIVE OFFICERS** The Executive Officers shall consist of President, First Vice President, Second Vice President, Past President (all elected); plus the Treasurer (appointed).

**SECTION 2. AREA CHAIRS** The following Music Education Area Chairs shall be elected by the general membership:

- Elementary
- General Music/Humanities
- College

Presidents of the following OMEA affiliated organizations shall serve as the OMEA Music Education Area Chairs. If the president of the affiliated organization is unable to assume this position, a qualified member of the organization may be elected or appointed by their membership to represent their organization for the usual two-year term:

- Band (Oregon Band Directors Association - OBDA)
- Orchestra (Oregon Orchestra Directors Association - OODA)
- Choral (American Choral Directors Association - Oregon ACDA)
- Jazz (Oregon Association of Jazz Educators - OAJE)

All Chairs must be members of OMEA

**SECTION 3. DISTRICT CHAIRS** District Chairs shall be the elected chairs from OMEA districts.

**SECTION 4. STANDING COMMITTEE CHAIRS** Standing Committee Chairs, including the Editor of *The Oregon Music Educator*, may be appointed and terminated by the President as needed, with the approval of the State Board of Control.

**SECTION 5. SPECIAL LIAISON REPRESENTATIVES** Special Liaison Representatives may be invited to meetings of the Board of Control as deemed necessary.

## ARTICLE 5. GOVERNMENT

**SECTION 1. GOVERNANCE** The members of the Board of Control, listed in Article 4, Sections 1 through 4, shall function as general administrators for the affairs of the Association. Any Executive Officer, Area Chair, District Chair, and Standing Committee Chair, and Liaison Member may present motions and vote at State Board of Control meetings.

**SECTION 2. QUORUM** A quorum of the Board of Control shall consist of a majority of the members of the Board.

**SECTION 3. EXECUTIVE SECRETARY/BUSINESS MANAGER** An Executive Secretary/Business Manager, ex officio, may be appointed to a part-time position by the Executive Officers with the approval of the Board of Control. As such, he/she will not present motions nor vote.

**SECTION 4. RULES OF ORDER** Meetings shall be conducted according to Robert's Rules of Order.

**SECTION 5. BOARD OF CONTROL MEETINGS** The members of the Board of Control shall hold three regular meetings per year — Fall, Winter and Spring — with dates to be selected by the President. The President may call additional meetings if the affairs of the Association warrant doing so.

**SECTION 6. EXECUTIVE OFFICERS MEETINGS** The Executive Officers shall hold a meeting prior to the Fall Board of Control meeting. The President may call additional meetings when necessary.

**SECTION 7. ASSOCIATION MEETINGS** Meetings of the Association, or open Board meetings, may be held at the time of the Biennial OMEA Conference. Such special or emergency meetings may be called by one of the following means:

- By the President with the approval of the Board of Control.
- By at least one-third (1/3) of the members of the Board of Control.
- By a majority of the voting members at an Association meeting.

## ARTICLE 6. DISTRICTS

**SECTION 1. DISTRICTS** The state shall be divided into Districts by the decision of the Board of Control, with appropriate notification to the Oregon School Activities Association.

**SECTION 2. GOVERNANCE** Each District shall elect a Chair who shall be administrative head of the District's activities. Other District offices will be filled according to District policy—either by election of the voting members of OMEA, or when necessary, by appointment. The Chair shall be elected for a two-year term and take office at a Spring business meeting of the District. Odd-numbered Districts shall renew their slate of officers on odd-numbered years, and even-numbered Districts shall renew theirs on even-numbered years.

**SECTION 3. COMMITTEES** The District Chairs may, at their discretion, appoint special committees to serve within the District.

**SECTION 4. RULES AND REGULATIONS** In all matters pertaining to the functions of the District business, the District Chair shall be governed by the general rules and regulations of the Board of Control.

**SECTION 5. QUORUM** A quorum of the District Unit shall consist of those present at a business meeting who are members of that District, provided all members have been given a two-week notice by mail prior to the said meeting.

## ARTICLE 7. AMENDMENTS

**SECTION 1. AMENDING THE CONSTITUTION** The Constitution may be amended by a majority of the voting members at the Biennial Conference, or by a majority of voting members balloting by mail, provided thirty days notice is given.

**SECTION 2. PROCEDURE** Amendments to the Constitution may be initiated by the Board of Control or by a petition signed by five percent (5%) of the membership representing no less than three of the state's designated Districts.

**SECTION 3. RECOMMENDATION** The Board of Control will refer to the General Membership all proposals for amending the Constitution with a "do pass" or a "do not pass" recommendation.



# OMEA BYLAWS

Revised 9-13-97

**SECTION 1. TERMS OF OFFICE** Each elective officer on the Board of Control shall serve a two-year term, whether elected by the general state membership, Districts, or in the case of the Band, Orchestra, Choir and Jazz Chairs, selected by their membership. Newly-elected officers will assume nonvoting positions on the Board of Control until July 1, when their counterparts leave the Board, and they become voting members. The Treasurer and Recording Secretary shall be appointed by the Board of Control for a two-year term beginning July 1st following the election. The term is renewable at the discretion of the Board.

**SECTION 2. NOMINATING COMMITTEE** The Nominating Committee shall be appointed by the President with the approval of the Board of Control. The President shall not serve on the Nominating Committee. The Nominating Committee shall present a slate of two (2) candidates for each elective office at the Fall meeting of the Board of Control during odd-numbered years. At least thirty (30) days prior to the election, the candidates' backgrounds, including their contributions to the Oregon Music Educators Association, shall be made available by mail or as an article in the Fall issue of the *Oregon Music Educator*. The Nominating Committee shall prepare ballots according to established deadlines, and make them available at the State Conference registration desk.

**SECTION 3. ELECTIONS** Elections will be held at each State Conference held during even-numbered years. Ballots shall be counted by an Elections Committee appointed by the Board of Control. The results of the election shall be posted and announced during the State Conference. The results shall also appear in the first issue of the *Oregon Music Educator* following the election.

## ELECTION SCHEDULE

<u>When</u>	<u>Year</u>	<u>Action</u>
Spring	Odd	President & Board appoints Nominating Committee
Fall Board Meeting	Odd	Nominating Committee presents slate
Winter Issue	Odd	Magazine publishes biographies of candidates
February	Even	Election held at State Conference. Results announced.
Spring Board Meeting	Even	New Officers join Board of Control.

**SECTION 4. DUTIES OF NEWLY-ELECTED OFFICERS** Newly-elected officers will immediately begin to attend meetings of the Board of Control as nonvoting members until their terms begin on July 1st. Their duties include becoming familiar with the functioning of the Board and with their respective job descriptions as outlined in the Bylaws.

**SECTION 5. VACANCIES IN STATE OFFICES** Vacancies in any state office may be temporarily filled by the Board of Control upon the recommendation of the President.

**SECTION 6. BIENNIAL STATE CONFERENCE** The Biennial Conference of the State Association shall be held during those years which alternate with the MENC Northwest Division Conference. These conferences may be held in any community in the state upon acceptance by the Board of Control of an invitation from the community.

**SECTION 7. ANNUAL DISTRICT MEETINGS/CONFERENCES** Annual meetings or conferences of the Districts shall be held each Fall prior to Thanksgiving. Districts may join together to sponsor the Fall Conference if they choose. Members of the Districts shall be notified by the District Chair by mail at least two weeks prior to the meetings.

It shall be the responsibility of the District Chair to organize the Fall Conference to provide items of interest for all teachers from all facets of music education. Copies of the Fall Conference agendas should be sent to the OMEA President as far in advance of the conference as possible.

There shall be time provided for a short business meeting.

Activities within the District should be reported by the District Chair at the Board of Control meetings.

**SECTION 8. ADMINISTRATIVE EXPENSES** The income from membership fees shall be construed as applying only toward the administrative expenses of the state organization. Expenses for administration of state-level contests (solo and large groups) shall be provided by the Oregon School Activities Association. Expenses incurred by any other special activities, such as contests, clinics, all-state groups, and conferences, shall be covered by registration or enrollment fees paid by the participants unless specifically approved by a two-thirds (2/3) vote of the Board of Control.

## **SECTION 9. DUTIES**

### **A. The President shall:**

- Be the official representative of the Association.
- Preside at all meetings.
- Be responsible for the general administration of duties of the Association, and serve as liaison between the MENC office and the Northwest Division of MENC and the State.
- Be responsible for the appointment of such officers and committees as are necessary to assure that the responsibilities assumed by OMEA, as outlined in the Constitution, are carried out.
- Maintain a continuing file and records of Association business. Files of historical importance shall be deposited in the OMEA Historical Archives at the University of Oregon.
- Be responsible for maintaining the schedule for the election of new officers (see Section 3 of the Bylaws.)
- Act as coordinator and advisor to District Boards

### **B. The First Vice President shall:**

- Assume the duties of the President in the absence of the President.
- Serve as general chair of the Biennial State Conference.
- Serve as coordinator of All-State performance groups, or may designate a coordinator to assume this responsibility.
- Be the president-elect, assuming the office of President upon the completion of his/her term. If the First Vice President is unable to do so, the Nominating Committee will present two candidates for the office of President in the usual manner. (See Section 1, 2 and 3 of the Bylaws.)

### **C. The Second Vice President shall:**

- Assume the duties of the President in the event of the incapacity of both the President and the First Vice President.
- Serve as the general chair for the OSAA/OMEA State Solo Contest.
- Serve as OMEA's designee to oversee and advise the Oregon School Activities Association on all issues related to the OSAA Band, Choir, and Orchestra State Championships.
- Act as coordinator and advisor to all district, league, and invitational contests and festivals.

- D. The **Immediate Past President** shall:
- Serve as the advisory officer of the Board of Control.
  - Serve as coordinator for the exhibits at the State Conference, or may designate a coordinator to assume this responsibility.
- E. The **Treasurer** shall:
- Be the custodian of all funds of the Association.
  - Keep an accurate record of membership, and shall present at each meeting of the Board of Control a detailed account of all money received and disbursed.
  - Be responsible for organization and operation of Conference registration.
  - Deposit the funds of the Association in a depository approved by the President. All disbursements made by the Treasurer must first be approved by the President.
  - Be responsible for the acquisition and updating of the Liability "Full Range Coverage" Policy for the Association. This Policy will be designed to include coverage of Association and District business, liability for conventions, meetings, state and district contests, and surety bonds.
  - Obtain an independent review of finances by a certified public accountant at the end of the fiscal year ending June 30th on years when a state conference is held. The CPA Review of Finances and the Peer Review shall be made part of the yearly report to the Association.
- F. The **Recording Secretary** shall:
- Be appointed to record the minutes at each Board meeting and distribute them to each member of the Board of Control.
- G. The **Chairs of Performance Areas — Band, Orchestra, Chorus, Jazz** shall:
- Be responsible for state-wide activities, clinics, and conference sessions for teachers and students in their respective areas.
  - Be responsible for selection of Directors of the All-State Honor Groups in cooperation with the All-State Coordinator.
  - Appoint committees in their respective areas for the selection of students for All-State and All-Northwest Honor Groups.
- H. The **Elementary Chair** shall:
- Be responsible for activities to assist teachers in elementary school music classes.
  - Select clinicians for state-wide conferences, clinics, and workshops.
- I. The **General Music/Humanities Chair** shall:
- Be responsible for activities to assist teachers in primary, intermediate and secondary general music classes.
  - Be responsible for activities that correlate music and the humanities in junior high, middle school and high school.
  - Select clinicians for state-wide conferences, clinics, and workshops.
- J. The **College Chair** shall:
- Represent higher education on the Board of Control.
  - Be responsible for activities involving music education personnel representing community colleges, colleges and universities.
  - Keep the Board of Control informed of developments in the Teacher Preparation programs in the state.
  - Serve as liaison officer between the State Department of Education and the OMEA.
- K. The **Research Chair** shall:
- Keep members informed of new developments in music and music education research.
- L. The **District Chairs** shall:
- Represent their Districts on the Board of Control.
  - Be responsible for coordinating all District events/activities.

M. The **District Treasurers** shall:

- Submit a written financial report to the Board of Control, by means of the District Chair, for review at each of the State Board meetings. This report will serve as an audit for the District's business and will be included in the OMEA year-end report.

N. The **Music Industry Council Representative** shall:

- Work closely with the Chair of Exhibits at the State Conference, and be the liaison between the music industry and OMEA in other matters.

**SECTION 10. ADDITIONAL DUTIES FOR OFFICERS** The President, First Vice President, Second Vice President, Area Chairs, and others requested by the President or Editor shall each be responsible for a magazine article in each issue of the *Oregon Music Educator*.

**SECTION 11. DELEGATION OF RESPONSIBILITIES** With the approval of the Board of Control, the Officers and Chairs of the Association may delegate any of the above responsibilities to another member of the Association.

**SECTION 12. PROCEDURE FOR AMENDING THE BYLAWS** Amendments to the Bylaws may be initiated by the Board of control or by a petition signed by five percent (5%) of the membership representing no less than three of the state's designated Districts. A proposed amendment must be written and presented to each member of the Board at least 30 days prior to the Board's voting. A simple majority vote of the Board of Control after proper discussion will suffice to change the Bylaws.

### **SECTION 13. DUES**

A. OMEA Dues for Active Members shall be \$30.

B. Dues for Associate Members shall be as follows:

Parent Associate Membership	\$15
Associate Membership	\$25
Sustaining Membership	\$100

C. See Article 3 in the Constitution for determining dues for other membership categories.