

**A CONSTITUTION OF
INDIANA MUSIC EDUCATORS ASSOCIATION, INCORPORATED
Adopted December 4, 1953 - Indianapolis, Indiana
Revised 1964, 1971, 1974, 1984, 1987, 1990, 1994, 1999, 2003, 2008, 2010, 2011, 2012**

**ARTICLE I
NAME**

Section 1: The name of this organization shall be the Indiana Music Educators Association, Inc., hereafter referred to as IMEA or Association.

**ARTICLE II
MISSION STATEMENT**

Section 1: To support and advance music education in Indiana by representing the united interests of music educators and students and by providing professional leadership and service in music education to enhance the arts in the schools.

Section 2: To function as the federated state unit of the National Association for Music Education (NAfME).

**ARTICLE III
MEMBERSHIP**

Section 1: Active Membership – Any person engaged in music education may become an active member of the Association upon payment of the prescribed annual dues. Active membership shall provide the privileges of participation in activities of the Association, including the right to vote and to hold office, and admission to meetings upon the member's compliance with registration requirements. Active members shall receive the official publications of the Association. IMEA members shall be active members of NAfME

Section 2: Corporate Membership – Corporate memberships are open to schools, organizations, or business firms wishing to become members of IMEA. Corporate memberships shall include an individual membership assigned to the person designated by the school, organization, or business firm. Such individual membership shall convey to the person to whom it is assigned all the rights and privileges of active membership except those of voting and holding office.

Section 3: Collegiate Membership – All members of NAfME Collegiate Chapters shall have the privileges of full active membership with voting privileges limited to election of the collegiate chapter representatives.

Section 4: Life Membership – All NAfME life members shall have the privileges of full active membership.

Section 5: Retired Membership – All retired members shall have the privileges of full active membership.

**ARTICLE IV
DUES**

Section 1: Active Membership - Dues for Active Members shall be the total amount of the active membership dues of the National Association for Music Education and the Indiana Music Educators Association. Dues for membership in IMEA shall be 30% of the national dues rounded to the nearest whole dollar amount.

Section 2: Corporate Membership - Dues for Corporate Membership are established by the Executive Committee.

Section 3: Collegiate Membership - Dues for Collegiate Membership are established by the National Association for Music Education.

Section 4: Life Membership - Dues for Life Membership are established by the National Association for Music Education

Section 5: Retired Membership - Dues for Retired Membership will be one-half the active dues.

Section 6: The income from membership dues shall be applied toward the administrative expense of the state

Association, the maintenance of official publications, and other such expenditures as sanctioned by the Board of Directors.

Section 7: All Association dues are payable to the state or national office on the date as prescribed by the NAFME Constitution.

ARTICLE V DIRECTORS

Section 1: Executive Committee - The Executive Committee of this Association shall consist of the President, Past President, and President-Elect.

Section 2: Board of Directors - The Board of Directors of this Association shall consist of thirteen (13) elected officials and ex officio members including administrative staff, project chairs, and coordinators. All members of the Board of Directors shall be members of the Association.

Section 3: Elected Officials - Said directors with voting privileges shall be chosen as follows:

- A. Duly elected President of the Association
- B. Duly elected Past President of the Association
- C. Duly elected President-Elect of the Association
- D. One Area Representative from each of the eight (8) areas comprised of the following counties:
 - Area I: Lake, Porter, LaPorte, Newton, Jasper, Benton
 - Area II: Saint Joseph, Elkhart, LaGrange, Steuben, Noble, DeKalb, Allen
 - Area III: Starke, Marshall, Pulaski, Fulton, White, Cass, Miami, Carroll, Warren, Tippecanoe, Clinton, Howard, Tipton, Montgomery, Boone
 - Area IV: Kosciusko, Whitley, Wabash, Huntington, Wells, Adams, Grant, Blackford, Jay, Hamilton, Madison, Delaware
 - Area V: Fountain, Vermillion, Parke, Putnam, Hendricks, Vigo, Clay, Owen, Morgan, Johnson, Sullivan, Greene, Monroe
 - Area VI: Marion, Hancock, Randolph, Wayne, Fayette, Union
 - Area VII: Knox, Daviess, Martin, Lawrence, Gibson, Pike, Dubois, Orange, Posey, Vanderburgh, Warrick, Spencer, Perry, Crawford, Harrison
 - Area VIII: Shelby, Rush, Brown, Bartholomew, Decatur, Franklin, Jackson, Jennings, Ripley, Dearborn, Washington, Scott, Jefferson, Switzerland, Ohio, Clark, Floyd
- E. Two duly elected representatives from the Collegiate Chapters.

Section 4: Ex-Officio Members - Said officials shall serve as non-voting members of the Board of Directors as follows:

- A. Duly hired Executive Director
- B. Duly appointed Editor of the official publication of the Association
- C. Duly appointed Recording Secretary
- D. Duly appointed State Chairs in designated areas

Section 5: Advisory Council - Said members shall be non-voting members and consist of liaison representatives from other professional music organizations as invited by the President.

Section 6: Administrative Staff - The Executive Director and other IMEA employees will be considered members of the hired IMEA staff.

Section 7: Nomination - Said directors shall be nominated by a nominating committee which shall include the Past President as chair not less than one hundred twenty (120) days prior to the annual meeting of the members. Said nominating committee shall consist of one member from each of the eight (8) areas of the State of Indiana and the Past President, who shall act as chair of said committee. Said chair shall submit his/her report not later than ninety (90) days prior to the annual meeting of the members to the Board of Directors of this Association.

Section 8: Election – Directors representing the eight (8) areas shall be elected on a staggered basis for a term of two (2) years by a majority vote of the non-collegiate members from their respective areas. The election will occur during or prior to the General Session of the conference. Directors from Areas I, III, V, and VII shall be elected in the same year. Directors from Areas II, IV, VI, and VIII shall be elected in the same year.

The Collegiate Representatives shall also be elected on a staggered basis for a term of two (2) years. The election for collegiates will occur during the annual ~~convention~~ conference. The Collegiate Representatives shall attend different schools.

All elected officials shall assume office on June 1.

Section 9: Powers - The legislative powers of IMEA shall be vested in the membership through the Board of Directors. Determination of administrative and financial matters shall be the responsibility of the Board of Directors.

Section 10: Meetings - The Board of Directors shall meet at least two (2) times each year. The President or two (2) or more directors may call a meeting at any time upon ten (10) days' written notice delivered by mail or electronically to the last address of record of all said directors.

Section 11: Quorum - A quorum of said Board of Directors shall be seven (7) members.

Section 12: Vacancies - Vacancies on the Board of Directors, due to reasons other than the expiration of terms of office, shall be filled by the President with the approval of members of the Board of Directors.

ARTICLE VI OFFICERS

Section 1: The elected officers of the Association shall be the President, Past President, President-Elect, each with a two (2) year term of office.

Section 2: No more than two (2) of the above officers shall be a resident of any one (1) of the eight (8) areas of Indiana at the time of election to office.

Section 3: Upon election, said officers shall succeed in office as follows: first and second years, President-Elect; third and fourth years, President; fifth and sixth years, Past President.

Section 4: The nominating committee provided for in Article V shall also nominate the President-Elect. All members of the Association are eligible to vote in electing a President-Elect.

Section 5: The Editor of Publications shall be appointed by the President and approved by a majority vote of the Board of Directors present at the last regular meeting of the Board of Directors prior to the close of the fiscal year.

Section 6: The Recording Secretary shall be appointed by the President and approved by a majority vote of the Board of Directors present at the last regular meeting of the Board of Directors prior to the close of the fiscal year.

ARTICLE VII MEETINGS OF MEMBERS

Section 1: The membership of the Association shall meet at the time and place of the annual conference.

Section 2: If the Board of Directors determines the necessity therefor, one (1) or more special meetings of the members of this Association may be held upon thirty (30) days' notice directed to the members of said Association through the mail, the official publications, or electronic communication.

Section 3: A quorum of any meeting of the members of the Association shall consist of twenty-five (25) members.

**ARTICLE VIII
FINANCES**

Section 1: Budget - The Executive Director, in consultation with the officers of the Association, shall prepare a proposed budget to be considered by the Board of Directors at the meeting prior to the end of the fiscal year. The final budget must be approved by the Board of Directors to go into effect at the beginning of the new fiscal year.

Section 2: Assigned Authority - The Board of Directors may assign authority to appropriate individuals to:

- A. Make and revise contracts;
- B. Administer and control all receipts and expenditures of the Association;
- C. Hold and disperse all monies derived from NAFME/IMEA dues and/or other Association approved levies and activities;
- D. Determine and authorize travel and other operational expense.

Section 3: Financial Review - A certified review of the Association finances shall be made at the close of each fiscal year by a certified accounting agency. The results of the financial review shall be made available to members of the Board of Directors and to any member who requests such information.

Section 4: Fiscal Year - July 1 to June 30 shall constitute the fiscal year of the Association.

**ARTICLE IX
AMENDMENTS**

Section 1: This constitution and/or its by-laws may be amended by a two-thirds vote of membership voting during the annual election or by electronic ballot. Written notice of the proposed amendment must appear in one issue of the *Indiana Musicator* prior to the voting or at least 60 days prior to the close of voting.

BY-LAWS

ARTICLE I DUTIES OF ELECTED OFFICIALS

Section 1: The President:

- A. Shall be a member of the Executive Committee and Board of Directors;
- B. Shall preside at all Board of Directors and Association business meetings;
- C. Shall represent IMEA at all National and North Central NAFME meetings and conferences;
- D. Shall represent IMEA at as many other state, regional, and national conferences as his/her time and the finances of the Association permit;
- E. Shall have the power, in an emergency, to make temporary rulings until a meeting of the Board of Directors can be called or an expression of opinion otherwise obtained from it;
- F. Shall appoint and serve as an ex-officio member of all committees and attend such meetings as he/she deems advisable;
- G. Shall, subject to the approval of the Board of Directors, appoint, at the first meeting after the annual conference, State Chairs in designated areas to serve two (2) year terms.

Section 2: The Past President:

- A. Shall be a member of the Executive Committee and Board of Directors;
- B. Shall be chair of the Nominating Committee;
- C. Shall serve as chair of the Editorial Board;
- D. Shall handle all election procedures;
- E. Shall be responsible for extending services of the Association. He/she shall be actively assisted in this responsibility by the Area Representatives on the Board of Directors and other IMEA members delegated by the Board as needed.
- F. Shall chair the state conference in the first year of the term, and assist the President-Elect with the state conference in the second year.

Section 3: The President-Elect:

- A. Shall be a member of the Executive Committee and Board of Directors;
- B. Shall assume the President's duties at official meetings when the President cannot preside;
- C. Shall attend MENC and North Central Division meetings;
- D. Shall assist the Past President with the state conference in the first year of the term, and chair the state conference in the second year.

Section 4: The Area Representatives:

- A. Shall be members of the Board of Directors;
- B. Shall attend all meetings of the Board of Directors and any others the President may call;
- C. Shall be responsible for implementing the policies and programs of IMEA in the areas they serve;
- D. Shall be responsible for membership and public relations within the areas they serve;
- E. Shall assist the officers of the Association in the planning and organization of regional or statewide meetings or activities.

Section 5: The Collegiate Representatives:

- A. Shall be members of the Board of Directors;
- B. Shall contribute collegiate news and information to IMEA publications
- C. Shall collect and disseminate ideas for chapter development and activities throughout the state;
- D. Shall plan the Collegiate Chapter conference sessions;
- E. Shall assist in the organization of new Collegiate Chapters and visit existing state chapters as requested.

**ARTICLE II
DUTIES OF APPOINTED OFFICIALS**

Section 1: The Editor of Publications:

- A. Shall be responsible for the preparation and publication of the *Indiana Musicator* and other publications as assigned;
- B. Shall review and make recommendations regarding general format and content to the Publications Board.

Section 2: State Chairs: Shall attend meetings and perform duties as specified by the Board.

Section 3: The Recording Secretary: Shall attend all meetings of the Board of Directors, record minutes of meeting, submit minutes to the Executive Director, submit approved minutes to the Editor of the *Indiana Musicator*. All submissions are to be made within two weeks after the business meetings.

**ARTICLE III
DUTIES OF ADMINISTRATIVE STAFF**

Section 1: The Executive Director:

- A. Shall be an ex-officio member of the Board of Directors;
- B. Shall meet with the Executive Committee regularly as requested;
- C. Shall devise and keep such records as may be necessary for the efficient conduct of the office;
- D. Shall have the power to act in any executive capacity within the province of the office and in accord with any other special powers duly delegated by the President of the Board of Directors;
- E. Shall be bonded at the expense of the Association;
- F. Shall perform duties as stipulated in the job description and as assigned by the Executive Committee.

**ARTICLE IV
THE INDIANA MUSICATOR**

Section 1: The journal shall be known as the *Indiana Musicator* and shall be published in accordance with policy established by the Board of Directors.

Section 2: A budget for operation of the journal shall be included in the annual budget proposal of the Executive Director to the Board of Directors.

**ARTICLE V
PUBLICATIONS BOARD**

Section 1: The Publications Board shall serve as an advisory body to the Editor of Publications and to the IMEA Board of Directors regarding policies and materials in Association publications. Said publications shall include all print and electronic media.

Section 2: Membership - The Publications Board shall have a total of seven (7) members including:

- A. Four (4) Area Representatives as selected by the President;
- B. The Past President, who shall serve as chair of the Publications Board;
- C. The Editor of the journal (ex-officio);
- D. The Executive Director (ex-officio);
- E. The Webmaster (ex-officio).

Section 3: Terms of Office:

A. All members and the chair shall serve two-year terms except that appointments to vacancies caused by resignations shall be filled only for the remainder of the resignee's term; terms of the Publications Board shall be staggered for the purpose of continuity.

B. Two (2) representatives chosen from Areas I, III, V, and VII shall be selected in the same year. Two representatives from Areas II, IV, VI, and VIII shall be selected in the alternate year.

Section 4: Duties of the Publications Board:

A. Chair (Past President)

1. Shall attend all Board of Directors' meetings called by the President;
2. Shall call one regular and other special Publications Board meetings as needed per year;
3. Shall be responsible for communication with the Editor and the Board of Directors regarding matters of editorial concern;
4. Shall communicate to the Editor the responses of the Publications Board following their review of each issue, if appropriate.

B. Members

1. Shall be responsible for attending the annual meeting of the Publications Board and at least two-thirds of all other such meetings called by the Chair
2. Shall review each issue of the journal carefully for format, attractiveness, clarity, and accuracy of materials, and shall recommend individually or collectively to the Chair of the Publications Board regarding same;
3. Shall accept collective responsibility for decisions regarding:
 - a. Acceptance or rejection of materials submitted to the Publications Board by the Editor of the IMEA Board of Directors for this purpose
 - b. Communicating with and/or serving in advisory capacity to committees developing IMEA publications
4. Shall operate at all times by committee majority decision except when the Chair or another member has been designate by the majority of the Board to act independently.

Section 5: Relationship of Editor, Publications Board, and Board of Directors:

A. The Editor is appointed by and receives instruction from the IMEA Board of Directors;

B. The Publications Board members and Chair are advisory to the Publications Editor and to the IMEA Board of Directors. In this capacity, the Publications Board may recommend to either or both, but cannot determine final action.

ARTICLE VI

EXPENSE VOUCHERS AND HONORARIA

Section 1: Reimbursement for out-of-pocket expenses incurred while fulfilling duties of said position shall be made to the Board of Directors. Vouchers are to be submitted within the published time, not to exceed the end of the fiscal year.

Section 2: Reimbursements and honoraria shall be determined by the Board of Directors.

Section 3: Receipts, when possible, and an expense voucher must be filed with the Executive Director for expenses incurred by individuals in the service of the Association.