



NAfME- Texas

HANDBOOK
CONSTITUTION, BYLAWS, AND POLICIES

Revised 2021

NAfME-Texas Handbook

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MISSION, VALUES & GOALS

National Association for Music Education-Texas

Mission, Values, & Goals

What We Believe

Music is a basic human need. Music allows us to celebrate, affirm, and discover cultural heritages; create meaningful, engaging, and culturally relevant musical experiences; and to expand opportunities for musical expression. We will strive to ensure that every child in every school in Texas will receive a well-rounded education that includes comprehensive and student-centered music making taught by a certified music teacher.

Mission Statement

The mission of NAFME-Texas is to advance music education in the State of Texas by promoting the understanding and making of music by all.

Strategic Directions

NAfME-Texas endorses and aligns itself with the National Association for Music Education (NAfME) and advances the Executive Board's vision and goals.

In addition, NAFME-Texas will seek to demonstrate a partnership with arts organizations of like philosophy. NAFME-Texas will build upon the national and state music coalition efforts.

Goals

Advocacy

We will inform, engage, and activate the public, policy makers, and educational leaders to promote and support music as an integral and core component of a comprehensive and balanced education accessible to all students.

Leading the Profession

We will provide music educators and education leaders with engaging professional development opportunities and resources to support best practices and serve the needs of students.

Research

We will promote and disseminate sound data to advance music teaching and learning and influence educational policy.

Capacity Building

We will ensure data-driven fiscal practices and decision making to advance our association and the profession we serve.

Organizational Governance & Stability

- a. We will review and update our Strategic Plan, Constitution and Bylaws, and Policies on a regular basis.
- b. We will provide for a systematic transfer of leadership when new executive board members and committee chairs are elected/appointed.
- c. We will establish cost efficiencies, ensuring an effective investment program, and develop new funding sources.

CONSTITUTION

NAfME-Texas
Constitution

Preamble

We, the Music Educators of Texas who believe affiliation with a national organization is important in the advancement of music education at both state and national levels, do approve and establish this Constitution and Bylaws for the National Association of Music Education-Texas. We pledge a cooperative relationship with other agencies and organizations whose objectives are toward developing and upgrading all aspects of music education.

Article I. Name

The name of this organization shall be the National Association for Music Education-Texas, hereinafter designated as NAfME-Texas, a federated state unit of the National Association for Music Education, hereinafter referred to as NAfME.

Article II. Purpose

The purpose of this organization shall be the advancement of music education in Texas and elsewhere. The organization will cooperate with all associations whose concern is the advancement of music in the schools.

NAfME-Texas is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of any future federal tax code.

Article III. Membership And Dues

Section 1. Active Membership

Active membership shall be open to all persons engaged in music teaching or in other aspects of music education in Texas. Payment of prescribed NAfME dues shall provide membership into NAfME-Texas and shall provide: the privileges of participating in the activities of that organization, the right to vote and to hold office, and admission to meetings upon compliance with registration requirements. Payment of NAfME dues shall provide the privileges of NAfME and NAfME-Texas membership as described in the NAfME Constitution and Bylaws.

Section 2. Student Membership

a. Collegiate Membership.

Collegiate membership shall be open to college students preparing to teach music and who are not employed full time as EC-12 music teachers. Upon compliance with registration requirements, student members shall have the privileges of active

members except the right to vote and hold office. Student members shall hold student memberships in NAFME.

b. Tri-M Music Honor Society Membership.

Student membership in the Tri-M Music Honor Society shall be open to students who are enrolled in a school-sponsored music ensemble, demonstrate excellent character, exhibit a good attitude toward teachers and fellow students, are cooperative and helpful in their classes and school community, and maintain a high standard of achievement in music and academic subjects.

Section 3. Life Membership, Retired Membership.

Life Membership and Retired Membership in NAFME will be recognized by NAFME-Texas and will have all privileges of Active Membership described in Article III, Section 1.

Section 4. Sustaining Membership.

Any individual, firm, or institution, including private or public schools or universities, desiring to contribute to the support of the educational activities of this Association may become a sustaining member upon payment of the prescribed dues. Sustaining members may not vote or hold office in this Association but may attend meetings and other activities.

Section 5. Dues and Fees.

The Executive Board of NAFME-Texas shall designate the amount of dues and fees to be charged each member for memberships. Changes in the amount of dues for memberships may not be enacted more frequently than once per year and may not exceed \$10 or an amount based on the most recent annual consumer price index as reported by the Bureau of Labor Statistics, whichever is lower. Any increase in excess of this amount shall be approved by a two-thirds vote of the membership at the Annual Membership Meeting.

Section 6. National Membership

All members of NAFME-Texas must hold concurrent membership in the National Association for Music Education.

Article IV. Organization

Section 1. Legislative

The legislative body of NAFME-Texas shall be the active members. By a majority vote of active members, they may enact all rules and regulations for the good of the organization. By a two-thirds vote, the members present may veto any action taken by the Executive Board except those actions of contractual agreement having prior approval by the membership.

Section 2. Executive Board

a. The Executive Board.

The Executive Board shall be the President, the Past-President, the President-Elect, two Members-at-Large, and the State Director (non-voting). The Executive Board shall be responsible for the business management of NAFME-Texas, for the management and control of all funds, and for setting the time and place for the Annual Membership Meeting. Duties will be the planning and implementation of the Annual Meeting, in maintaining an accurate record of membership, collecting all dues and fees, disbursing funds, and in having the authority referred to it by the active members in legislative session at the Annual Membership Meeting.

b. The President.

The President, or designated alternate, shall be the presiding officer at NAFME-Texas meetings, be a voting member of the Executive Board, and represent NAFME-Texas at NAFME activities when appropriate. The President shall appoint active members to committees and fill vacancies in administrative offices to serve until the next election. The President shall be responsible for the agenda of the Annual Membership meeting, and shall perform all other duties pertaining to the office. The President shall hold office two years and then rotate to the office of Past-President.

c. The President-Elect.

The President-Elect, in the absence of the President, shall perform the duties of the President as designated in Article IV, Section 2b. The President-Elect shall be a voting member of the Executive Board and shall perform all duties delegated thereto. The President-Elect shall hold office for two years and then succeed to the office of President.

d. The Past-President.

The Past-President shall be a voting member of the Executive Board and shall perform all duties delegated thereto. The Past-President shall hold office for two years and shall oversee the official membership. The Past-President will rotate off the Executive Board at the conclusion of the two-year term and may not serve a successive term.

e. Members-at-Large.

The two Members-at-Large shall be voting members of the Executive Board and shall perform all duties delegated thereto. The Members-at-Large shall serve two-year terms which will overlap by one year. A Member-at-Large may not serve a successive term.

f. The State Director.

The Executive Board shall supervise and hire the State Director following a successful application and review process, prescribe the duties and compensation for such services. The State Director will serve the members of that Committee in the execution

of NAFME-Texas business. The position of State Director shall be reviewed annually by the Executive Board. The State Director shall:

- i. Maintain, report for approval, and disseminate minutes of all actions and official meetings of the NAFME-Texas and of the Executive Board.
- ii. Keep an accurate record of the membership, receive all monies due NAFME-Texas, countersign all disbursements, and keep an accurate and true account of all money received and paid. An audited account of NAFME-Texas finances shall be published at the end of each fiscal year.

Section 3. Committee of Chairs

The Committee of Chairs is a group of representatives that puts into action initiatives of NAFME-Texas in specialized areas in collaboration with the Executive Board and the membership. Committees may be appointed, as needed, by the President in consultation with the Executive Board.

Section 4. Elections

Elections of Officers, and balloting on amendments to the Constitution and on other critical issues so classified by the Executive Board, shall be held by secret ballot in the manner prescribed in the Bylaws.

Article V. Meetings

The Executive Board shall establish the time and place of all meetings. All meetings of NAFME-Texas shall be conducted according to *Robert's Rules of Order, Newly Revised (12th Ed., 2020)*.

Article VI. Amendments

Section 1. Amendments to the Constitution

The Constitution may be altered or amended by approval of two-thirds of the active members voting by secret ballot in the manner prescribed in the Bylaws. The proposed amendment to the Constitution must be published to the membership at least thirty (30) days prior to the issuing of the ballots.

Section 2. Amendments to the Bylaws

The Bylaws may be amended at any membership meeting by two-thirds vote of the members present and voting.

Article VII. Publications

The Executive Board shall have full supervision and control of any NAFME-Texas publications. When necessary, it shall supervise and hire a Content Editor and prescribe the

duties and compensation for such services. The position of Content Editor shall be reviewed annually by the Executive Board.

BYLAWS

NAfME-Texas

Bylaws

Chapter 1. Name

The name of this organization shall be the National Association for Music Education-Texas, hereinafter designated as NAfME-Texas, a federated state unit of the National Association for Music Education, hereinafter referred to as NAfME.

Chapter 2. Membership and Dues

- a. Membership includes NAfME and NAfME-Texas. Dues are payable to NAfME through the NAfME office/website. NAfME-Texas reports dues annually to the national office at the end of the fiscal year (e.g., May). Active Members.

NAfME-Texas active member dues are set at \$26.00.

- b. Student Members.

NAfME-Texas Student member dues are set at \$2.00.

- c. Sustaining Members.

NAfME-Texas Sustaining member fees are set at \$75.00.

- d. Retired Members.

Retired members shall be assessed membership dues at \$14.00.

Section 1. Active Members

- a. Membership includes NAfME and NAfME-Texas. Dues will be paid through the NAfME office/website.

Section 2: Student Members

- a. Collegiate.

Membership includes NAfME, NAfME-Texas, and NAfME-Collegiate. Dues will be paid through the NAfME office/website.

- b. Tri-M Music Honor Society.

Membership includes NAfME and NAfME-Texas. Chapter dues are paid to the NAfME office/website facilitated by the Tri-M Chapter Advisor. Individual chapter dues may vary.

Section 3. Sustaining Members

Dues for Sustaining Members shall be paid directly to NAfME-Texas. The dues shall include subscriptions to NAfME-Texas publications.

Section 4. Retired Members

Membership includes NAFME and NAFME-Texas. Dues are payable to NAFME, through the NAFME office/website. See NAFME-Texas Constitution, Article III.

Section 5. Dissolution of the Association

Upon dissolution of the NAFME-Texas, after all debts are paid/removed, the Executive Board shall dispose of remaining funds by returning them to NAFME, a tax exempt organization under the Internal Revenue Code 501(c)(3). If at the time of the dissolution NAFME is not a qualifying organization according to the Internal Revenue Code, and if there seem to be other qualifying options favorable to the Executive Board, a vote by the Board and a referendum vote of the Membership shall determine the final dispensation.

Chapter 4. Government

Section 1. Executive Board Duties

The duties of the collective Executive Board are to:

- a. Adhere to the Mission Statement and implement the Strategic Initiatives and Goals of NAFME-Texas;
- b. Evaluate the State Director; and
- c. Set dues increases and does so without voting approval from the membership.

Section 2. Responsibilities of Executive Board Members

The Executive Board for NAFME-Texas includes the following positions: President, Past President, President-Elect, two Members-at-Large, and State Director.

a. President.

The President of NAFME-Texas is a voting member of the Executive Board. They shall provide direction and leadership for the organization and fulfill the following responsibilities:

- i. Know the constitution and by-laws of the organization;
- ii. Determine, with the aid of other Executive Board members, the objectives, meetings and action plans of the organization;
- iii. Schedule and preside over regular meetings of the Executive Board;
- iv. Preside over the Annual Membership meeting (also known as the Annual Business Meeting at TMEA);
- v. Appoint, instruct, and advise Committee Chairs;
- vi. Provide quarterly reports to the membership with information about current and future initiatives; and
- vii. Oversee management of website and social media accounts.

b. Past-President.

The Past-President of NAFME-Texas is a voting member of the Executive Board. They shall fulfill the following responsibilities:

- i. Know the constitution and by-laws of the organization;
- ii. Report on membership issues at Executive Board meetings;
- iii. Provide advice and institutional insight to the Executive Board;
- iv. Attend the Annual Membership Meeting;
- v. Serve as a liaison to a Committee Chair; and
- vi. Take on additional responsibilities as needed to serve NAFME-Texas membership.

c. President-Elect.

The President-Elect of NAFME-Texas is a voting member of the Executive Board. They shall fulfill the following responsibilities:

- i. Know the constitution and by-laws of the organization;
- ii. Attend regular Executive Board meetings;
- iii. Provide advice and institutional insight to the Executive Board;
- iv. Attend the Annual Membership Business Meeting for members;

- v. Serve as a liaison to a Committee Chair; and
 - vi. Take on additional responsibilities as needed to serve NAFME-Texas membership.
- d. Members-at-Large.

Members-at-Large are voting members of the Executive Board. They shall fulfill the following responsibilities:

- i. Know the constitution and by-laws of the organization;
 - ii. Attend regular Executive Board meetings;
 - iii. Provide advice and institutional insight to the Executive Board;
 - iv. Attend the Annual Membership Meeting;
 - v. Serve as a liaison to a Committee Chair; and
 - vi. Take on additional responsibilities as needed to serve NAFME-Texas membership.
- e. State Director.

The State Director is a non-voting member of the Executive Board. Applicants for the position of State Director must be members of NAFME at the time of application. The State Director receives an annual salary of \$1,500 and receives paid membership in NAFME and TMEA. They shall fulfill the following responsibilities:

- i. Oversee all finances for NAFME-Texas;
- ii. Provide a financial report at each Executive Board Meeting;
- iii. Take official minutes and provides a record for each Executive Board Meeting;
- iv. Assume other duties as jointly agreed upon by the NAFME-Texas President and the State Director;
- v. Provide support in the running of the February Executive Board Annual Business Meeting and Annual Membership Meeting and, serve as a liaison at the TMEA convention. Receive a maximum amount up to \$500.00 for TMEA convention expenses;
- vi. Attend the NAFME National Leadership Assembly. Receive expense monies to attend on a funds-available basis, including airfare and up to two days of hotel accommodations; and
- vii. Take on additional responsibilities as needed to serve NAFME-Texas membership.

Section 3. Committee of Chairs Duties

The duties of the Committee of Chairs are to:

- a. Serve the mission and goals of NAFME-Texas;

- b. Connect with NAFME; and
- c. Work collaboratively with all Committee Chairs and the Executive Board.

Section 4. Responsibilities of Committee Chairs

The Committee of Chairs for NAFME-Texas includes the following: Advocacy Committee; Collegiate Committee; Diversity, Equity, Access, and Inclusion Committee; Pre-Service Teacher Education Committee; and Social Media Committee. Each committee will be headed by one or more Chairs. They shall fulfill the following responsibilities:

- a. Attend and participate in regular meetings with the Executive Board and the Committee of Chairs, and attend the Annual Business Meeting and Annual Membership Meeting, typically held in February;
- b. Establish a committee, as needed, which will include the chair and at least two other members. In addition, the committee may include one collegiate (student) member chosen in consultation with the Collegiate Chair.
- c. Establish a method of communication with NAFME-Texas members through: a written report of completed projects and new goals presented at the Annual Membership Meeting, and one or more of the following:
 - i. Direct communication to members at least once a year;
 - ii. Information shared with others outside our organization of activities, actions, and issues. These could include related arts organizations, legislators, administrators, and state-wide media; and
 - iii. Reports on committee activity to the Executive Board as needed or requested.
- d. Assist other NAFME-Texas Committee Chairs as needed or requested; and
- e. Provide documentation and materials of committee activities to the successor of the position when leaving the Committee of Chairs.

Section 5. Limitation of Responsibility of the Executive Board Officers.

The authority and responsibility for the management and for the maintenance of the will and credit of NAFME-Texas is vested in the Executive Board, but it is expressly understood that neither the Committee, nor any member thereof, nor any staff member, nor any member of NAFME-Texas shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and Bylaws of NAFME-Texas.

Chapter 5. Elections & Appointments

Section 1. Elections

The Executive Board shall be responsible for conducting elections.

a. Nominations.

The Executive Board serves as the Nominating Committee for NAFME-Texas. Members of the Nominating Committee are responsible for soliciting nominations for open Executive Board and Committee of Chairs positions. The President-Elect serves as the chair of the Nominating Committee for two years. Nominees should include those who serve in the public schools or in colleges and universities. Nomination for all offices shall be approved by the Executive Board.

b. Elections.

Elections will proceed in the following manner:

- i. During the weeks following the August Executive Board meeting, the Past-President will solicit and accept nominations from the membership for positions which will be open in February. Nominations shall include a short biography of the nominee, headshot, and a statement of interest from the nominee for the specific position.
- ii. The Executive Board shall select from the list of nominees one (1) or two (2) names for each position to be voted upon by the membership.
- iii. The Executive Board will publish the names of the nominees for each position along with supportive information for each nominee prior to the Annual Membership Meeting.
- iv. Ballots will be sent to all voting members electronically or through another secure method. Biographical information about the candidates will be published on the NAFME-Texas Website. The deadline for voting will be announced prior to the February Executive Board meeting. The ballots will be counted by the State Director or other designee as appointed by the President. The elected candidate(s) will be announced at the Annual Membership Meeting and, prior to this meeting, will be notified of the February Executive Board meeting, typically held during the TMEA convention.

Section 2. Vacated Terms of Executive Board Members

If the President or any other Executive Board Member cannot complete the prescribed term due to resignation, change of residence outside of Texas, incapacitation, or any other reason, the position will be considered vacated.

a. President.

If the Presidency is vacated during the first year of the presidential term, the Presidency will be filled by the Past President, and NAFME-Texas will continue without a Past President until the normal succession of board members.. If the term is vacated during the second year of the presidential term, the Presidency will be filled

by the President-Elect, and NAFME-Texas will continue without a President-Elect until the next election.

b. Executive Board Members.

If a term held by any other Executive Board member other than the President is vacated, then the position will remain unfilled until the next election. During the term that the position is vacant, the duties of that position may be reassigned to other Executive Board members.

c. Removal from Office.

Any Executive Board member of NAFME-Texas may be removed from their position for reason of incapacity or unfitness for office after a majority vote of non-confidence by the NAFME-Texas Executive Board. Incapacity is defined as unable to fulfill responsibilities or duties because of circumstances beyond one's control. Unfitness is defined as not fulfilling responsibilities or duties because of neglect or malfeasance.

Section 3. Appointment of Committee Chairs

The Executive Board shall be responsible for appointing individuals to the Committee of Chairs. Appointments will proceed in the following manner:

- a. When a Chair position becomes available, the Immediate Past President will solicit and accept nominations. Nominations shall include a short biography of the nominee, headshot, and a statement of interest from the nominee for the specific position.
- b. Nominees will be voted upon by the Executive Board. Upon a majority vote, the nominee will be appointed into the new Committee Chair position. Newly appointed Chairs will be announced to the membership shortly thereafter.

Chapter 6. Meetings

Meetings will consist of Executive Board Meetings and Annual Membership Meetings.

Section 1. Executive Board Meetings

- a. Executive Board meetings will occur quarterly.
- b. Additional meetings will occur as needed, which will be determined by the president.
- c. An Executive Board Meeting will be held jointly with the Executive Board and Committee of Chairs each February, typically during the TMEA Annual Convention.

Section 2. Annual Membership Meetings

- a. The Annual Membership Meeting of NAFME-Texas will be held in February, typically during the Texas Music Educators Association Convention.
- b. Additional meetings may be initiated by any member of the Executive Board and called by the President.

Chapter 7. Amendments

Section 1. Proposals

A proposal for amendment(s) to the Constitution may be submitted in writing by any active member(s) of NAFME-Texas to the Executive Board for consideration. The Board will act on the proposed amendment working with its author(s), and will ultimately present the amendment to the membership for discussion and decision.

Section 2: Ballots

Balloting on proposed Constitutional amendments and other issues will proceed in this manner:

- a. The Executive Board will publish the pros and cons of issues to maintain an informed membership prior to the voting.
- b. The Executive Board will submit the ballot to the State Director.
- c. The official ballot will be sent to all voting members. The deadline for completing ballots will be clearly indicated on the ballot. The completed ballots will be assessed by the State Director or other designee appointed by the President.

Chapter 8. Publications

Section 1: Editorial Board

The NAFME-Texas Executive Board will serve as the Editorial Board for all NAFME-Texas publications, including any print or digital media.

Section 2: Advertising

Commercial advertising in any publication needs executive board approval. Funds generated from commercial advertising will be allocated to the NAFME-Texas General Budget.