

## **HMEA Constitution**

**last revision 5/8/2012**

### **Article I—Name**

The organization shall be known as “Hawai`i Music Educators Association,” hereafter referred to as “HMEA.” HMEA is the official Hawai`i state chapter of the “National Association for Music Education,” hereinafter designated as “NAfME.”

### **Article II—Purpose**

The purpose for which the Association is organized and operated is exclusively literary and educational, as defined in Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The purpose of the Association shall be the advancement of music education, and specifically:

- (a) to conduct programs and activities to build a vital musical culture and an enlightened musical public for the benefit and the general welfare of all persons;
- (b) to ensure that every student shall have access in school to a balanced, comprehensive, and high-quality program of music instruction;
- (c) to improve the quality of teaching, research, and scholarship in music through professional development, publications, and collegial discussion.
- (d) to promote the involvement of persons of all ages in learning music;
- (e) to foster the utilization of the most effective techniques and resources in music instruction; and
- (f) to facilitate the effective pre-service and in-service preparation of music teachers.

Additionally, the Association may hold conferences, and other meetings; publish journals, newsletters, and other publications; seek and accept grants, gifts, and contracts for any of the said foregoing purposes; and exclusively for the public benefit, use, publish, and otherwise make available to the general public on a nondiscriminatory basis the results of its collection of information deriving from the foregoing activities. The Association may conduct any and all other activities in accordance with its Bylaws, which are designed to

accomplish the foregoing purposes.

#### Article III—Membership

Membership in the Association may be divided into such classifications for annual membership dues or for the election of members of the HMEA Executive Board or for such other purposes as the Bylaws may prescribe or as the State or National Executive Board may from time to time designate. The conditions, terms, privileges, rights, and duties of membership shall be stated or provided for in the Bylaws of the Association.

#### Article IV—Government

The HMEA Executive Board, shall be the legal representative of the Association and as such shall have, hold, and administer all the property, funds, and affairs of the Association. Provisions for the regulation of the internal affairs of the Association shall be provided for in the Bylaws of the Association.

#### Article V—Elections

The manner of the election or appointment of the members of the HMEA Executive Board shall be provided for in the Bylaws of the Association.

#### Article VI—Disposition of Assets in Case of Dissolution

In the event of dissolution or termination of the Association, the HMEA Executive Board shall, after the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the objectives of the Association. Any of such assets not so disposed of shall be redistributed equally to all current members at time of dissolution.

#### Article VII—Amendments

This Constitution may be altered or amended by an approving vote of two-thirds of those members who cast ballots. Ballots and necessary supporting information shall be distributed from the national headquarters office no fewer than ten (10) nor more than sixty (60) days prior to the close of voting to all members of record who are eligible to vote. Such closing date shall be designated by the HMEA

Executive Board. Proposed amendments to this Constitution may be initiated by the HMEA Executive Board or by a petition signed by five percent (5%) of the membership.

## **HMEA Bylaws**

### **Bylaw I—Membership**

#### **Section 1. Active Membership.**

**Eligibility.** Active membership shall be open to persons engaged in music teaching or other music-related educational work in the United States of America including its territories, the District of Columbia, and APO and FPO addresses. Active membership may also be open to persons eligible for life membership, introductory membership, collegiate membership, or retired membership upon payment of the prescribed active membership dues, subject to the provisions of the Constitution and Bylaws of the respective federated state association.

Active membership may also be open to United States citizens residing in foreign countries. **Privileges.** Each active member shall have the right to vote and hold office.

**Services.** Each active member shall have the right to receive a subscription to those NAFME and HMEA periodicals and other communication services deemed appropriate by the National Executive Board. Each active member shall hold concurrent membership in HMEA and NAFME.

#### **Section 2. Life Membership.**

**Eligibility.** Life Membership shall be open to persons who are eligible for active membership.

**Privileges.** Life members shall have the same privileges as active members.

**Services.** Each life member shall have the right to receive a subscription to those HMEA/NAFME periodicals and other communication services deemed appropriate by the Executive Board.

#### **Section 3. Introductory Membership.**

**Eligibility.** Introductory membership shall be open to persons in their first year of full-time music teaching or other music-related education work who have been collegiate members during the preceding fiscal year. The membership shall be limited to one membership year.

Privileges. Introductory members shall have the same privileges as active members except the right to hold elective office.

Services. Each introductory member shall receive a subscription to those HMEA/NAfME periodicals and other communication services deemed appropriate by the Executive Board.

#### Section 4. Collegiate Membership.

Eligibility. Collegiate membership shall be open to music students in teacher education programs at the college or university level who are not employed full time as teachers.

Privileges. Collegiate chapter members shall have the same privileges as active members except the right to vote or hold elective office.

Services. Each collegiate member shall receive a subscription to those HMEA/NAfME periodicals and other communication services deemed appropriate by the Executive Board.

#### Section 5. Retired Membership.

Eligibility. Retired membership shall be open to former music educators who have retired from teaching or other music-related educational work and who have been members of HMEA/NAfME for at least ten consecutive years prior to seeking retired membership status.

Privileges. Retired members shall have the same privileges as active members except the right to hold elective office.

Services. Each retired member shall receive a subscription to those HMEA/NAfME periodicals and other communication services deemed appropriate by the Executive Board.

#### Section 6. Associate Membership.

Eligibility. Associate membership shall be open to any individual interested in the advancement of music education who is not primarily engaged in music teaching or other music-related educational work.

Privileges. Associate members shall have the same privileges as active members except the right to vote and to hold elective office.

Services. Associate members shall receive a subscription to those HMEA/NAfME periodicals and other communication services deemed appropriate by the Executive Board.

## Section 7. International Membership.

**Eligibility.** International membership shall be open to nationals of countries other than the United States and American music educators located in countries outside the United States and its territories.

**Privileges.** International members shall not have the right to vote or to hold elective office.

**Services.** Each international member shall receive a subscription to those HMEA/NAfME periodicals and other communication services deemed appropriate by the Executive Board.

## Section 8. Corporate Membership.

**Eligibility.** Any firm or institution desiring to contribute to the support of the educational activities of HMEA/NAfME may become a corporate member upon payment of the prescribed dues.

**Privileges.** A corporate member must assign its membership to an individual employed by that corporation, who shall have the same rights and privileges as active members except the right to hold elective office.

**Services.** The individual named as the corporate member shall receive a subscription to those HMEA/NAfME periodicals and other communication services deemed appropriate by the Executive Board.

## Bylaw II—Dues and Fees

### Section 1. Amount of Dues.

The HMEA and NAfME Executive Boards shall set the amount of annual dues for active membership as described in the NAfME Constitution. Changes in the amount of dues for active membership may not be enacted more frequently than once per year. The amount of dues for other categories of membership shall be based upon the active membership dues as follows, rounded off upward to the nearest dollar:

- A. Life membership: 3000 percent of active membership dues
- B. Introductory membership: 50 percent of active membership dues
- C. Collegiate membership: 30 percent of active membership dues
- D. Retired membership: 50 percent of active membership dues
- E. Associate membership: Set by the National Executive Board of NAfME, not to exceed 100 percent of active membership dues

F. International membership: 100 percent of active membership dues  
G. Corporate membership: Set by the National Executive Board of NAFME.

## Section 2. Remittance of Dues.

Dues for all memberships shall be paid to the national headquarters office. The national headquarters office shall remit the appropriate state dues to HMEA.

## Bylaw III—Government

### Section 1. Authority.

Authority for the management, policies, and actions of the Association is vested in the HMEA Executive Board. As presiding officer of the Executive Board, the HMEA President is responsible for the leadership of the Association. Members may make recommendations to the Executive Board regarding management, policies, and actions.

### Section 2. State Officers.

The elected officers of the HMEA shall be:

**The President.** The President shall plan and preside at all meetings of the Association and shall preside at meetings of the State Executive Board, and shall serve as presiding officer of the National Assembly. The President shall have the power to appoint committees and/or task forces not otherwise provided for in the Bylaws. Such committees shall be responsible to the Executive Board. The President shall perform all other duties pertaining to this office.

The President-Elect shall assume the duties of the President in case of the disability or absence of the President and shall have such other duties as may be assigned by the President or the National Executive Board.

The Immediate Past President shall serve as adviser to the President, shall be invited to the National Assembly, and shall have such other duties as may be assigned by the President or the National Executive Board.

### Section 3. State Executive Board.

Composition. The HMEA Executive Board shall be composed of the President, President-Elect, Immediate Past President, the Secretary, and the Treasurer/Executive Director. Efforts will be made to include liaisons from K-12, collegiate, band, orchestra, choir, and general music on the Board.

Responsibilities. The HMEA Executive Board shall:  
have general jurisdiction over and responsibility for the functions of the Association,  
approve the dates and sites of HMEA in-service conferences;  
fill the unexpired term in case of vacancy in the office of Immediate Past President;  
have authority to establish and discontinue Committees and/or Task Forces;  
select or approve selection of members of Committees and/or Task Forces;  
assume responsibility for the business management and operations of the Association, and for the management and control of the funds thereof.

### Section 4. Terms of Office.

Duration.

The term of the President is 2 years, or until their successors have been elected and installed.

The term of the President-Elect is two years.

The term of the Immediate Past President is two years, or as agreed to by the members of the Executive Board.

The appointments of Secretary and Treasurer/Executive Director are as long as agreed to by the HMEA Executive Board.

Calendar.

Presidents, Immediate Past Presidents, and President-Elects take office in even-numbered years; terms run July 1-June 30.

### Section 5. Succession of Officers.

If the President should be unable to fulfill the specified term of office, the President-Elect shall assume the unexpired portion of the term of the President. The President-Elect shall serve the unexpired portion of

the term and shall then succeed to a full term of two years as President unless the Executive Board agrees to a different term. If the President-Elect should be unable to fulfill the specified term of office for any reason, a special election shall be held to fill the vacancy in the office of President-Elect. If the Immediate Past President should be unable to fulfill the specified term of office, the HMEA Executive Board shall select a former President to fill the unexpired portion of the term.

Section 6. Reelection of Officers. HMEA elected officers may not succeed themselves but may be returned to office after a period of two years has elapsed.

Section 7. 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 HMEA Executive Board, but it is expressly understood that neither the Board, nor any member thereof, nor any member of the Association 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 the Association.

#### Bylaw IV—Internal Affairs

##### Section 1. Elections.

Ballots and necessary supporting information shall be distributed no fewer than 10 nor more than 60 days prior to the voting period to all members of record who are eligible to vote. Such voting period shall be designated by the Executive Board and indicated on the election materials. A majority of the votes cast shall constitute election.

##### Section 2. Executive Board Meetings.

Convening. The HMEA Executive Board shall meet at the call of the President, or upon the joint request of a majority of the membership of the Executive Board.

Quorum. A quorum of not less than fifty percent (50%) of the members of the Executive Board shall be required for the transaction of



business.

Meetings by Electronic Means. When necessary, the Executive Board may transact business by electronic means.

## Bylaw V—Administration

### Section 1. Treasurer/Executive Director

The Executive Director shall be selected by the HMEA Executive Board. The duties and compensation of the Executive Director shall be determined by the HMEA Executive Board.

### Section 2. Fiscal Year.

The fiscal year shall be July 1-June 30.

### Section 3. Contracts.

The HMEA Executive Board may authorize any officer, officers, agent, or agents of the Association in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Conference. Such authority may be general or may be confined to specific instances.

### Section 4. Checks, Drafts, or Orders.

All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by the President and the Executive Director.

### Section 5. Deposits.

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the HMEA Executive Board or its agent may select.

### Section 6. Gifts and Management of Assets.

The HMEA Executive Board is authorized and empowered on behalf of the Association to receive by devise, bequest, donation, or otherwise, either real or personal property, and to hold the same absolutely or in trust, and to invest, reinvest, and manage the same and to apply said property and the income arising therefrom to the objectives of the Association. The HMEA Executive Board also shall have power to allocate the funds of the Association for the purposes of

carrying out the objectives of the Association.

#### Section 7. Books and Records.

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Executive Board.

#### Section 8. Financial Responsibility.

HMEA shall be financially responsible for the maintenance and operation of the organization. The facilities, services, and staff of the national headquarters office may be utilized by HMEA under such reasonable rules and regulations as may be determined by the NAFME Executive Board.

### Bylaw VI. Task Forces and Committees

#### Section 1. Formation, Governance, Purpose, Meetings, and Services

The HMEA Executive Board shall have authority to form and dissolve Task Forces and Committees of the Association.

The HMEA Executive Board of the Association shall have the authority to establish the governance structure, if any, of Task Forces and Committees of the Association.

All members of the governance groups of Task Forces and Committees shall be NAFME/HMEA members in good standing.

The HMEA Executive Board shall have the authority to establish the purpose of Task Forces and Committees of the Association, as well as to establish the roles and responsibilities of the Task Forces and Committees within the mission and goals of the Association.

#### Section 2. Task Forces.

Task Forces are temporary groups within HMEA devoted to providing advice or action on a single, time-limited problem facing the Association. They may be appointed by the President in consultation with the HMEA Executive Board.

#### Section 3. Ad-Hoc Committees.

Ad-Hoc Committees are groups formed for the purpose of providing advice or action on issues defined by the HMEA Executive Board or the President.

Ad-Hoc Committees appointed by the President or Executive Board shall serve until the end of the term of office of the President during whose administration they were appointed.

#### Bylaw VII—Amendments

These Bylaws may be altered or amended by an approving vote of the majority of those members who cast ballots by such means as are determined appropriate by the HMEA Executive Board.

Distribution of Ballots. Ballots and necessary supporting information shall be sent from the HMEA Executive Board no fewer than 10 nor more than 60 days prior to the close of voting to all members of record who are eligible to vote. Such closing date shall be designated by the Executive Board distributed with the ballots.

Initiation of Amendments. Proposed amendments to these Bylaws may be initiated by the HMEA Executive Board or by a petition signed by five percent (5%) of the membership.