

MENC Collegiate Chapter Bylaws

Preamble

Our desire is to become members of the MENC Collegiate Chapter of the Minnesota State University, Mankato. We as members have the opportunity to enjoy MENC Collegiate membership, to share its responsibilities, and to increase interest, knowledge, and productivity in all areas of music education.

Article I – Name and Affiliation

Section 1

This chapter shall be known as the Minnesota State University Collegiate Chapter of MENC: The National Association for Music Education and shall be listed in the MENC records as Chapter Number 523.

Section 2

This chapter shall have an affiliated relationship with the Minnesota Music Educators Association (MMEA).

Article II - Purpose

It shall be the purpose of this organization to:

- Make available to members opportunities for professional development;
- Acquaint students with the privileges and responsibilities of the music education profession;
- Provide all members with the opportunity to become acquainted with leaders in the music education profession through participation in programs, demonstrations, discussions, workshops, and performances planned by this chapter, the state music educators association, and MENC: The National Association for Music Education;
- Assist the school in various projects throughout the year; and
- Provide the opportunity to have contact with Collegiate members from other schools.

Article III – Membership Eligibility and Benefits

Section 1

Membership shall be open to any student enrolled at the Minnesota State University who is interested in teaching music and who is not employed full-time in the field of music education.

Section 2

Students who fulfill the requirements as stated in Section 1 may become members of this chapter on payment of dues as stated in Article IV

Section 3

Graduating Collegiate members of this chapter will have the opportunity to receive regular MENC membership at a special introductory rate in the year of or immediately following their graduation, as a first-year teacher employed full-time in music education.

Section 4

Any member of this chapter may participate in the activities carried on by the Collegiate chapter and by MENC, including its divisions and the federated state associations. All Collegiate members, after complying with registration requirements may attend all MENC conventions, national, divisional, and those of the federated state associations.

Section 5

Every Collegiate member of this chapter will receive issues of the official MENC periodicals Music Educators Journal and Teaching Music, and, if applicable, issues of the official state music educators association periodicals.

Section 6

Any MENC Collegiate member of this chapter may receive a subscription to the Journal of Research in Music Education, upon payment of the prescribed additional fee.

Section 7

All optional member services offered by MENC are available to the Collegiate members of this chapter. See Part IV: Member Benefits and Services in the MENC Collegiate Chapter Handbook.

Article IV – Finance

Section 1

Dues for MENC Collegiate membership are for an academic year. The total dues collected each year for MENC Collegiate membership represent both national and state dues. National dues for MENC Collegiate membership are less than one-third the cost of regular MENC membership. State dues are appropriated by each state music educators association. Students eligible for MENC Collegiate membership become members of MENC and their federated state music educators association when proper national and state dues are sent to the MENC national office.

Section 2

Nominal dues may be levied in excess of national and state dues to help finance the activities of the chapter. For the 2012-2013 school year, these dues will be \$31.00.

Section 3

If a prospective member is unable to pay their dues, they may volunteer eight (8) hours during a Solo and Ensemble Contest, and MENC will cover their dues.

The member must sign a Fee Waiver Contract with the Treasurer.

If they fail to meet the total eight hours promised, they will pay back the CMENC chapter the \$31.00 borrowed.

Article V – Executive Officers

Section 1

Management of this chapter is the responsibility of the Executive Council and is upheld by this constitution.

Section 2

The Executive Council shall consist of the officers of this chapter and the chapter advisor as an ex officio member.

Section 3

The Executive Council shall meet at least once between regular meetings of the chapter to organize and plan future activities.

Section 4

The Executive Council shall have the power to make necessary decisions in all matters not specifically acted upon by the group.

Article VI – Chapter Advisor

Section 1

There shall be a chapter advisor who is a member of the music faculty at Minnesota State University and who is a member of MENC. The chapter advisor shall serve as an ex officio member on the Executive Council.

Section 2

The responsibilities of the chapter advisor shall be to:

- Act as a representative of MENC to the students;
- Inform the students of the nature, purpose, and function of MENC;

- Encourage interest and participation of students in MENC activities;
- Act as a liaison with the various levels of MENC;
- Serve as an advisor and guide in formulation of chapter programs and policies;
- Serve as a resource person;
- Encourage students to activate their membership online through the MENC Web site. If students prefer, the students can download a copy of the MENC Collegiate application form from the MENC Web site, complete the form, and remit it with their dues based on their state affiliation;
- Receive and distribute fall enrollment materials to potential members;
- Explain the benefits of MENC Collegiate membership during orientation meetings, methods classes, and other functions that involve music education students;
- Receive the August, September, and October MENC publications and distribute these periodicals to their students to promote MENC membership;
- Encourage the development of students' initiative, leadership, and imagination, to build a sense of responsibility on the part of students;
- Help officers in fulfilling their respective duties, including the maintenance of chapter records;
- Meet with chapter officers to help with planning and implementing chapter activities;
- Promote professional attitudes among chapter members;
- Work for support of the chapter by members of the college faculty and explore with department chairpersons the possible funding of chapter activities;
- Represent the interests of the chapter on campus and at MENC functions; and
- Promote the concept of chapter importance in training music education students.

Article VII – Officers

Section 1

The officers of this chapter shall be President, Vice President, Secretary, and Treasurer.

Section 2

Any candidate for office shall have been a member of this chapter for at least one full semester prior to nomination.

Section 3

Each officer shall assume office at the commencement of the fall term and serve throughout the entire school year.

Section 4

In the event that a vacancy occurs in the office of President, the Vice President shall assume the duties of President for the remainder of the term of office. Vacancies in any of the other offices shall be filled by election.

Section 5

The officers of this chapter shall be considered the Executive Committee for the chapter.

Article VIII – Duties of Officers

Section 1 - President

The chapter president should perform the following duties:

- Preside at chapter meetings;
- Represent the chapter on- and off-campus;
- Uphold the principles of the bylaws established by the chapter;
- Develop an agenda and preside at Executive Committee and chapter meetings; and
- Appoint standing committees approved by the Executive Committee.

Section 2 – Vice President

The chapter vice president should perform the following duties:

- Preside at Executive Committee and chapter meetings in the absence of the president;
- Coordinate the membership drive;
- Contact guest speakers chosen by the Executive Committee;
- Introduce speakers and other guests at chapter meetings;
- Publicize meetings and other activities; and
- Inform other collegiate chapters in your state of your chapter activities.

Section 3 – Secretary

The chapter secretary should perform the following duties:

- Record and distribute the minutes of Executive Committee and chapter meetings;

- Provide information regarding the chapter as requested by the chapter president and advisor;
- Prepare letters of confirmation and appreciation for guest speakers;
- Report chapter activities for publication in state or national periodicals; and
- Inform other collegiate chapters in your state of your chapter activities.

Section 4 – Treasurer

The chapter treasurer should perform the following duties:

- Assist the chapter advisor in collecting completed applications for Collegiate membership;
- Maintain membership records and prepare a chapter roster at the conclusion of the enrollment period; and
- Maintain the chapter's financial records.

Article IX – Election of Officers

Section 1

Election of officers shall be held in the spring of the current year for the following school year.

Section 2

A nominating council shall draw up a slate of candidates.

Sections 3

Nominations may be accepted from the floor of the meeting at which the nominating council reports.

Section 4

Any registered member of this chapter is qualified to vote in the chapter's election of officers.

Section 5

A candidate must receive a majority of the votes cast for that office to be elected.

Article X – Recall

Section 1

All officers are subject to recall by a signed petition of at least 30 percent of the membership of the chapter.

Section 2

Should a recall election occur, Article VII, Section 4, shall still apply.

Article XII – Meetings

Section 1

There shall be at least two regular meetings per month of this chapter.

Section 2

Special meetings may be called at any other time as determined by the Executive Council.

Article XIII – Amendments

Section 1

This constitution may be amended by a two-thirds majority vote of the membership.

Sections 2

All members shall receive notice of proposed amendments ten days before the meeting.