

**CONSTITUTION AND BY-LAWS
NEW JERSEY MUSIC ADMINISTRATORS ASSOCIATION
RATIFIED JUNE 2004**

ARTICLE I: NAME

The name of the organization will be the New Jersey Music Administrators Association (NJMAA).

ARTICLE II: PURPOSE

The purpose of NJMAA is to support and encourage excellence in music education in the State of New Jersey by:

- Demonstrating leadership in promoting the highest standards of music education
- Providing a forum for continuous study of the problems facing leaders of music education programs
- Establishing closer communication and cooperation among music administrators on matters of mutual interest and concern
- Cooperating with other organizations in promoting effective music education and arts advocacy

ARTICLE III: MEMBERSHIP

Membership in NJMAA will be defined as:

- A. ACTIVE MEMBERSHIP- educators who have responsibilities that include the coordination, administration, and/or supervision of music programs and music educators.
- B. RETIRED ACTIVE MEMBERSHIP
- C. AFFILIATE MEMBERSHIP – those who have, by nature of their occupation or avocation, an interest in supporting the goals of NJMAA

Only Active and Retired Active members whose dues are paid in full have voting privileges.

ARTICLE III – EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

SECTION 1 – The Executive Committee consists of the President, President-Elect, Past President, Secretary and Treasurer/Membership Chair.

SECTION 2 – The Board of Directors consists of the Executive Committee plus any appointed positions deemed necessary by the Executive Committee.

ARTICLE IV – GOVERNANCE

SECTION 1 – The President-Elect, Secretary and Treasurer/Membership Chair will be elected at the annual meeting of the Association and will hold office for two years. The President will assume the position of Past President and the President-Elect will assume the duties of President. All terms of office will be concurrent. The elected officers of the organization will begin their term on the first day of July.

SECTION 2 – Should a vacancy occur in the office of President-Elect, a special election will be held. If a vacancy occurs in the office of the President, the President-Elect will assume the office of President. If a vacancy occurs in the office of Secretary or Treasurer/Membership Chair, the President will appoint, with Executive Committee approval, an active member in good standing for the unexpired term.

SECTION 3 – All appointed positions will be held for a period of one year and reviewed annually by the Executive Committee.

SECTION 4 – The Association will be governed by *Roberts Rules of Order*.

ARTICLE V – FISCAL YEAR

The Fiscal Year of NJMAA will begin on July 1 and end on June 30.

ARTICLE VI – AFFILIATIONS

NJMAA is an affiliate member of MENC: The National Association for Music Education, the New Jersey Music Educators Association (NJMEA), the National Council of Supervisors of Music Education (NCSME), and the Alliance for Arts Education/New Jersey (AAE/NJ).

ARTICLE VII – MEETINGS

The Association will hold meetings of the Executive Committee, Board of Directors, General Membership and an Annual Business Meeting as defined in the By-Laws.

ARTICLE VIII – AMENDMENTS

The Constitution of the NJMAA may not be repealed, amended or revised except at a General Membership Meeting. A proposed amendment must be submitted in writing to the Executive Committee at least 30 days prior to the next General Membership meeting. The Executive Committee will present the proposed amendment to the General Membership at least 14 days prior to the next General Membership meeting. Adoption of a proposed amendment will require a two-thirds vote of active voting members present at the General Membership meeting.

ARTICLE IX - DISSOLUTION OF THE ORGANIZATION

Upon the dissolution of the Association, the Executive Committee will, after payment of all liabilities, dispose of all assets of the Organization exclusively for the purposes and in such manner or to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954.

BY-LAWS OF THE NEW JERSEY MUSIC ADMINISTRATORS ASSOCIATION

ARTICLE I – DUTIES OF THE OFFICERS

SECTION 1 – PRESIDENT – The President will preside at all meetings of the Executive Committee and Board of Directors of the NJMAA. The President will establish and distribute agendas for each meeting. The President will sign all contracts and obligations of the Association. The President will be an ex-officio member of all committees. The President will appoint members to the Board of Directors and any committees with the approval of the Executive Committee. The President will have one vote on the Executive Committee.

SECTION 2 – PAST PRESIDENT – The Past President will serve as an advisor to the President. The Past President will perform duties as assigned by the President and is a member of the Executive Committee. The Past President will be responsible for coordinating and communicating NJMAA activities with MENC and at all Divisional and National conferences. The Past President will serve as the Chair of the Nominating Committee. The Past President will have one vote on the Executive Committee.

SECTION 3 – PRESIDENT-ELECT – The President-Elect will assume the duties of the President in his/her absence. The President-Elect will serve as an advisor to the President and perform duties as assigned by the President. The President-Elect will be responsible for coordinating and communicating NJMAA activities with NJMEA and at all State conferences. The President-Elect will have one vote on the Executive Committee.

SECTION 4 – SECRETARY – The Secretary will keep minutes of all meetings of the NJMAA. The Secretary will have custody of all official papers, other than the Treasurer's records, and will keep all non-financial documents, including the Constitution and By-Laws. When an amendment to the Constitution or By-Laws has been ratified by the membership, the Secretary will enter it into the appropriate document and inform the membership. The Secretary will conduct the general correspondence and inform the membership of all meetings. The Secretary will have one vote on the Executive Committee.

SECTION 5 – TREASURER/MEMBERSHIP CHAIR – The Treasurer/Membership Chair will be the custodian of all monies, financial records, and membership records of the NJMAA. The Treasurer/Membership Chair will promptly pay all bills as authorized by the Executive Committee. The Treasurer/Membership Chair will present a financial report at each meeting of the Association. With input from the Board of Directors, the Treasurer/Membership Chair will create a budget for each fiscal year. The new budget will be presented to the Board for approval no later than the May Board of Directors meeting each year. The Treasurer/Membership Chair will present the financial records of the Association to an Audit committee each year. The President will appoint the Audit committee, with approval by the Executive Committee. The report of the Audit Committee will be presented to the Executive Committee by June 30 each year. A copy of the Audit report will be filed with the Secretary and be available to the active

members of the Association. The Treasurer/Membership Chair will keep a record of all members and provide a list of Active and Retired Active members to the Nominating Committee before the election of officers. The Treasurer/Membership Chair will have one vote on the Executive Committee.

SECTION 6 – All officers will maintain accurate records and documents pertaining to the duties of their office and forward them to their successor.

ARTICLE II – ELECTION OF OFFICERS

SECTION 1 – NOMINATIONS – The President will appoint a Nominating Committee of at least three but not more than five Active Members before March 31 of an election year. The Past President will serve as the Chair of the Nominating Committee. The Nominating Committee will prepare a list of candidates for the offices of President-Elect, Secretary and Treasurer/Membership Chair and present these lists to the Executive Committee by April 30 of an election year. The Nominating Committee will have secured the consent of those being presented to the Executive Committee. Any Active Member may run for any office by informing the Nominating Committee of their intentions by April 30 of an election year. The Executive Committee will accept the nominations from the Nominating Committee and will present no more than two names for each office on the ballot.

SECTION 2 – ELECTION PROCEDURES – The election of officers will be done by paper ballot at the Annual Business Meeting. The ballot will contain the names of all candidates as presented by the Executive Committee. The ballot will also provide for a write-in candidate for each office. The Nominating Committee will oversee the distribution, collection and tally of all ballots. A simple majority of votes cast will elect a candidate. Election results will be announced before the end of the Annual Business Meeting.

ARTICLE III – MEETINGS

SECTION 1 – EXECUTIVE COMMITTEE MEETINGS – The Executive Committee will meet as necessary to effectively conduct the business of the Association.

SECTION 2 – BOARD OF DIRECTORS MEETINGS – The Board of Directors will meet during odd numbered academic months (September, November, January, March and May) at a time and place to be determined by the Executive Committee.

SECTION 3 – GENERAL MEMBERSHIP MEETINGS – General Membership meetings will be conducted during even numbered academic months at a time and place to be determined by the Executive Committee.

SECTION 4 – ANNUAL BUSINESS MEETING – The last General Membership Meeting (June) will be designated as the Annual Business Meeting. All

members will be notified at least two weeks in advance of the time and location of the meeting.

SECTION 5 – ORDER OF BUSINESS – The order of business for all meetings of the Association will be as follows:

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| 1. Call to Order | 6. Unfinished (Old) Business |
| 2. Minutes | 7. Election (if applicable) |
| 3. Treasurer’s Report | 8. New Business |
| 4. Report of Officers | 9. Roundtable |
| 5. Report of Committees | 10. Adjournment |

SECTION 6 – QUORUM – Three members of the Executive Committee will constitute a quorum for the Executive Committee.

ARTICLE IV – FUNDS

SECTION 1 – DUES – The Executive Committee will review and establish membership dues annually.

ARTICLE V – AMENDMENTS - The By-Laws of the NJMAA may not be repealed, amended or revised except at a General Membership Meeting. A proposed amendment must be submitted in writing to the Executive Committee at least 30 days prior to the next General Membership meeting. The Executive Committee shall present the proposed amendment to the General Membership at least 14 days prior to the next General Membership meeting. Adoption of a proposed amendment will require a two-thirds vote of active voting members present at the General Membership meeting.