

**NORTHEAST DISTRICT  
KANSAS MUSIC  
EDUCATORS ASSOCIATION**

**BYLAWS**

## BYLAWS OF THE NORTHEAST DISTRICT KANSAS MUSIC EDUCATORS ASSOCIATION

### ARTICLE I – NAME

Section 1. The corporate name of this association is the Northeast District of the Kansas Music Educators Association (NEKMEA).

### ARTICLE II – OBJECT

Section 1. The object of this association is the advancement of music education.

### ARTICLE III – MEMBERSHIP

Section 1. Active Membership. Active membership shall be open to all persons engaged in music teaching and other persons with an interest in the advancement of music education. Active members must be current members of National Association for Music Education (NAFME), the Kansas Music Educators Association (KMEA) and currently teaching in the Northeast District (NEKMEA). Active membership shall provide the privileges of participation in the activities of the association, including the right to vote, to hold office, and admission to open meetings and activities of the association.

### ARTICLE IV – DISTRICT BOUNDARIES

The Northeast District shall include the counties of Atchison, Brown, Doniphan, Douglas, Jackson, Jefferson, Leavenworth, Nemaha, Shawnee, and Wyandotte.

### ARTICLE V – GOVERNMENT

Section 1. Officers. The officers of the Northeast District of the Kansas Music Educators Association shall be a President, and a Vice President (immediate past president), and a President-Elect whose duties shall be as follows:

- a. President. The President shall preside at all business meetings and activities of NEKMEA. The President shall have the power to appoint Advisory Council Chairs and other resource persons and committees not otherwise provided for in the bylaws and shall be responsible for the planning of the annual NEKMEA Mini-Convention and perform all other duties pertaining to the office.
- b. Vice President. The Vice President, who shall be the immediate past president, shall serve as advisor to the President, shall have such other duties as may be assigned by the President or the Board of Directors.
- c. President-Elect. The President-Elect shall assist the President in an advisory capacity, and have such other duties as may be assigned by the President or the Board of Directors.

Section 2. Executive Committee. The Executive Committee of the Northeast District of the Kansas Music Educators Association shall be composed of the officers of the association and the Executive Director. The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that body. The Executive Committee shall serve as the Nominating Committee for the election of President-Elect for the Association.

Section 3. Board of Directors. The Board of Directors of the Northeast District of the Kansas Music Educators Association shall be composed of the officers of the association: the President, the President-Elect, the Vice President, and Elected Chairs. The Board of Directors Shall:

- a. administer and be responsible for the business management, educational affairs, and operation of the association, and for the management and control of the funds thereof;
- b. have the responsibility for the association's general policies and program of activities; determine the time and place of the annual Mini-Convention, business meetings, and all district meetings;
- c. appoint an Executive Director, prescribe duties and compensation and have full supervision and control of actions taken by the Executive Director;
- e. provide for a complete annual review of the accounts of the association by a duly qualified accountant;
- f. approve the nominees of the Nominating Committee for the office of President-Elect; and supervise published reports and all other official publications.

Section 3A. Elected Chairs and their Duties -

- a. Elementary Choir Chair - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the Elementary Level District Honor Choirs(s).
- b. Middle Level Choir Chair - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the Middle Level District Honor Choirs(s).
- c. High School Choir Chair - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the High School District Honor Choir(s).
- d. Elementary Orchestra Chair- Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the Elementary Level District Honor Orchestra(s).
- e. Middle Level Orchestra Chair- Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the Middle Level District Honor Orchestra(s).
- f. High School Orchestra Chair - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the High School District Honor Orchestra(s).
- g. Middle Level Band Chair - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the Middle Level District Honor Band(s).
- h. High School Jazz Chair - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the High School District Honor Jazz Band(s).
- i. High School 56A Band Chair - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the High School 56A District Honor Band(s).
- j. High School 1234A Band - Is a voting board member of the NEKMEA District. This Chairperson will attend all District Board Meetings. They will work with the NEKMEA President, Vice President, President-Elect, and Executive Director to coordinate the audition process, rehearsals, performance, and all other aspects of the High School 1234A District Honor Band(s).

Section 4. Advisory Council. The Advisory Council of the Northeast District of the Kansas Music

Educators Association shall be composed of interest areas the President may deem necessary. The Advisory Council Chairs may be deleted or additional Chairs added by the NEKMEA President with approval of the Board of Directors. Vacancies on the Advisory Council shall be filled by the NEKMEA President. The Advisory Council shall report to the President of the association and have such other duties as assigned by the President.

#### ARTICLE VI – ELECTIONS

Section 1. Nominating Committee. The nominating committee shall consist of the members of the NEKMEA Executive Committee. The nominating committee shall secure the names of at least two candidates for the office of President-Elect and for each of the elected Chairs. All candidates will be presented to the NEKMEA Board for approval.

Section 2. Nomination. The Board of Directors shall meet on or before the first day of the annual state In-Service Workshop of odd-numbered years to approve the nomination of at least two candidates for the office of President-Elect and elected Chairs.

Section 3. Election of Officers. The voting for President-Elect and elected Chairs shall occur during the month of September for a minimum of 14 days. The candidates receiving the most votes shall be elected. Campaigning will not be allowed. Positions may be expressed when requested, but shall not be given voluntarily or unsolicited.

Section 4. Eligibility to Vote. Only persons holding current active membership shall be eligible to vote at all meetings.

#### ARTICLE VII – TERMS OF OFFICE

Section 1. President. The President-Elect assumes the office of President for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop held on even-numbered years.

Section 2. President-Elect. The President-Elect shall serve for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop held on even-numbered years.

Section 3. Vice President. The Vice President shall serve for a term of two years beginning with the first day of the first month following the close of the annual In-Service Workshop held on even-numbered years.

Section 4. Elected Chairs. The district officers shall serve for a term of a total of 4 years beginning with the first day of the first month following the close of the annual In-Service Workshop held on even-numbered years. The first two years (years one and two) of the term are serving as an assistant NEKMEA Chairperson and not serving as an official voting board member. The final 2 years (year three and four) are serving as a head NEKMEA Chairperson that serves as a voting board member.

Section 5. Succession to the Presidency. If a District President cannot complete the prescribed presidential term due to incapacitation, vacation of post, resignation, change of teaching assignment outside of the prescribed District of election, or other reason, the Presidency will be considered vacated. If vacation occurs during the first year of the presidential term (before the following March 1), the presidency will be filled by the Vice President, and the District will continue without a Vice President until the normal succession of officers. If vacation occurs during the second year of the presidential term (on or after the following March 1), the presidency will be filled by the President-Elect, and the President-Elect will complete the duties of President and President-Elect until succession to the presidency occurs on the following March 1.

Section 6. Removal from office. Any officer or employee of NEKMEA may be removed from his/her position for reason of incapacitation, unfitness for office or non-confidence by a 2/3 majority vote of the NEKMEA Board of Directors.

## ARTICLE VIII – RE-ELECTION

All district officers may not be re-elected to succeed themselves but may be returned to the same office after a period of one or more terms have elapsed.

## ARTICLE IX – ADMINISTRATIVE OFFICERS

The NEKMEA shall have the following administrative officers:

Section 1. Executive Director. The Executive Director is the chief professional administrator of the association and is responsible through the President to the Board of Directors. Operating within the bylaws of NEKMEA and within the policies established by the Board of Directors, the Executive Director:

- a. Is responsible, in consultation with the Executive Committee, for the performance of all persons employed by NEKMEA.
- b. Maintains appropriate controls over the funds and physical assets of NEKMEA.
- c. Under the direction of the President and/or the Board of Directors, is responsible to assist in (1) the implementation of plans and programs established to achieve the goals and objectives of NEKMEA and (2) the implementation of policies for the governance of NEKMEA.
- d. Maintains effective communication with members of the Executive Committee and the Board of Directors.
- e. Maintains a complete and accurate record of all association business meetings, all meetings of the Board of Directors, Executive Committee, any Advisory Councils and have the proper records available at all official meetings.
- f. Shall give such bond as may be required by the Board of Directors and submit an annual report to the Board of Directors.
- g. Assumes other responsibilities as assigned by the President or the Board of Directors.
- h. Shall turn over to the successor all money, books, records, and other property of the association upon termination of duties.

Section 2. Recording Secretary. The Recording Secretary shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall keep complete and accurate minutes of all meetings of the Board of Directors.

Section 3. Technology and Website Manager. The Technology and Website Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for maintaining and updating the association website and the oversight of technology used by the association.

## ARTICLE X- MEETINGS

Section 1. Executive Committee. The Executive Committee shall meet at the call of the President. A quorum of all four members of the Executive Committee shall be required for the transaction of business. Emergency action may be taken by the Executive Committee and all action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors as needed.

Section 2. Board of Directors. The Board of Directors shall meet annually and at the call of the President or upon the joint request of not less than three members of the Board of Directors. A quorum of not less than six members of the Board of Directors shall be required for the transaction of business. Authority for emergency action

by the Board of Directors may be secured by mail or e-mail and action thus taken shall be effective until confirmed or reconsidered at the next official meeting of the Board of Directors.

Section 3. Advisory Council. The Advisory Council shall meet annually with the Board of Directors and at the call of the President.

Section 4. District Meetings. The NEKMEA Board of Directors shall schedule one annual meeting for its membership scheduled during the December Mini-Convention.

#### ARTICLE XI – 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 Board of Directors, but it is expressly understood that neither the Board of Directors, nor any member thereof, nor any salaried officer, nor any member of the association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits, or litigation which may develop from authorized activities of the organization carried on in good faith in pursuit of the objectives, purposes, and activities or authorized by the Articles of Incorporation and bylaws.

#### ARTICLE XII – FISCAL YEAR

The fiscal year shall be from July 1 to June 30, or such other period as may be determined by the Board of Directors.

#### ARTICLE XIII – RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern in all business meetings of the association.

#### ARTICLE XIV – AMENDMENTS

The bylaws may be altered or amended by an approving vote of two-thirds of the active members voting, provided formal notice of such contemplated alteration or amendment shall be given by mail or otherwise to all active members of record at least sixty days before the annual business meeting. The bylaws may also be altered or amended by an approving vote of two-thirds of the active members voting, at the scheduled fall business meeting provided the alteration or amendment has the approval of the Board of Directors and formal notice of such contemplated alteration or amendment shall have been given to the active members attending the fall business meeting at least twenty-four hours beforehand.

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