

RENSSELAER COUNTY SCHOOL MUSIC ASSOCIATION

CONSTITUTION AND BY-LAWS

PART ONE - CONSTITUTION

Article One: Name and Purpose

Section 1 - Name. The name of this association shall be the Rensselaer County School Music Association.

Section 2 - Purpose. The purpose of this association shall be to further music education in Rensselaer County, New York.

Article Two: Membership

Section 1. All school music educators in Rensselaer County are eligible for participating membership upon payment of the prescribed dues.

Section 2. Non-county music educators and individuals who have an interest in music education in the county are eligible for associate membership upon a simple majority vote of the Executive Board and payment of dues.

Section 3. Honorary members may be elected by unanimous vote of those present at any meeting.

Article Three: Officers

Section 1. The officers of this association shall be: President; Vice-President; Secretary; Treasurer; Historian/Public Relations. These officers, plus the immediate past president and a representative-at-large elected from the membership shall constitute the Executive Board.

Section 2. Officers shall be elected bi-annually. The term of office shall be two (2) years, commencing at the annual meeting following the election.

Article Four: Meetings

A minimum of three (3) meetings per year will be held. The first, which shall be the annual meeting, shall be convened before September 30th. Special meetings or changes in regular meetings may be ordered by the President with the approval of a majority vote of the Executive Board. Notification of meetings shall be mailed two (2) weeks prior to the meeting date.

Article Five: Amendments to the Constitution

This constitution may be amended by two-thirds vote of the membership present. A copy of the amendment shall be submitted to each member in writing, along with the written notice and agenda for the meeting. Discussion of the amendment shall take place at this first meeting. The vote on the amendment shall take place at the next regular meeting.

PART TWO – BY-LAWS

Article One: Dues

Section 1. Those eligible for membership in this association shall become members in good standing upon payment of annual dues as suggested by the Executive Board and voted by the membership.

Section 2. Dues are payable at the first regular meeting and not later than October 31st. Exceptions will be made only on approval of the Executive Board.

Article Two: Duties of Officers

Section 1 - PRESIDENT. It shall be the duty of the president to preside at all meetings of the association and the Executive Board, to appoint all committees and to be an ex-officio member of all committees except the nominating committee. In addition, the president shall see that notification of meetings, festivals and other association activities are sent to the membership in a timely fashion.

Section 2 - VICE-PRESIDENT. It shall be the duty of the vice-president to assume the duties of the president in the latter's absence. The vice-president shall also be responsible for the inventory of association property.

Section 3 - SECRETARY. It shall be the duty of the secretary to keep the minutes of all meetings and to maintain an up-to-date membership list. The president shall also assist the president and other officers with association correspondence.

Section 4 - TREASURER. It shall be the duty of the treasurer to receive dues, make disbursements, maintain and proper and accurate accounting system and advise the secretary of new members.

Section 5 – HISTORIAN/PUBLIC RELATIONS. It shall be the duty of the historian/public relations officer to keep an accurate record of activities of the association. Furthermore, the historian/public relations officer shall have responsibility for publicizing events sponsored by the association.

Article Three: Elections and Limitations of Officers

Section 1. A nominating committee of three (3) shall be appointed by the president. A slate of officers shall be provided to the membership two (2) weeks prior to the election meeting. Nominations may also be made from the floor at the election meeting.

Section 2. Elections shall be by secret ballot.

Section 3. Should the president be absent from any meeting, the next in the line of officers shall officiate. Should the office of president or any other office become vacant, the vice-president shall assume the duties of that office until the next regular meeting, at which time an election shall be held. Should the office of the vice-president or any other office become vacant, the president shall assume the duties of that office until the next regular meeting, at which time an election shall be held.

Article 4: Proxy Votes

A member may vote by proxy on any item of business by submitting his or her vote in writing to the secretary in advance of the voting.

Article 5: Amendments to the By-Laws

These by-laws may be amended by two-thirds (2/3) vote of the membership present. A copy of the amendment shall be submitted to each member in writing, along with the written notice and agenda for the meeting. Discussion of the amendment shall take place at this first meeting. The vote on the amendment shall take place at the next regular meeting.