

By-Laws of the Elementary/General Division of the
Alabama Music Educators Association

Adopted January 19, 2009

Article I – Affiliation

The Elementary/General Division shall function as an integral part of the Alabama Music Educators Association, in accordance with the constitution and by-laws of the organization.

Article II – Purpose

The purpose of the Elementary/General Division shall be to promote a program of general music as a part of the total curriculum in all kindergarten through eighth grade schools throughout the state.

Article III – Membership

Section 1. The membership of the Elementary/General Division shall include teachers of general music, music specialists and supervisors, college teachers of general music methods courses and classroom teachers who are interested in music instruction.

Section 2. 1. Professional (voting) membership shall be open to teachers of elementary/general music, music specialists and college teachers of music education courses. Dues for professional membership are paid on an annual basis and must be renewed with MENC by the expiration date.

2. Associate (non-voting) membership shall be granted to any individual who is not eligible for professional membership but who is interested in the advancement of Music Education. Such members shall have the privilege of attending meetings and activities of the Elementary/General Music Division.

3. Sustaining membership (non-voting) shall be conferred upon educational institutions, business firms and other organizations interested in assisting by their financial support in the promotion and advancement of the purposes of the Division. The annual contribution for sustaining membership shall be not less than \$25.00.

4. Dues include membership in MENC, AMEA, and the Elementary/General Music Division. All other workshops, conferences, and festivals can be attended at an additional expense.

Article IV – Organization

The organization of the Elementary/General Division shall include:

Section 1. The Executive Committee made up of the Elementary/General Division officers: President, President Elect, Vice President, Secretary, and Treasurer.

Section 2. District Chairs and Co-Chairs distributed in accordance with the AEA Divisional plan of school districts by county as follows:

District I – Colbert, Cullman, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Morgan, and Winston
 District 2 – Bibb, Fayette, Greene, Lamar, Marion, Pickens, Shelby, Tuscaloosa, and Walker
 District 3 – Jefferson
 District 4 – Blount, Calhoun, Cherokee, Cleburne, DeKalb, Etowah, Marshall, St. Clair
 District 5 – Chambers, Clay, Coosa, Elmore, Lee, Macon, Randolph, Russell, Talladega, and Tallapoosa
 District 6 – Autauga, Chilton, Choctaw, Clarke, Dallas, Hale, Lowndes, Marengo, Montgomery, Perry, Sumter, and Wilcox
 District 7 – Baldwin, Escambia, Mobile, Monroe, and Washington
 District 8 – Barbour, Bullock, Butler, Coffee, Conecuh, Covington, Crenshaw, Dale, Geneva, Henry, Houston, and Pike

- Section 3. District committee members (music teachers and/or elementary classroom teachers) recommended by the District Chairs are appointed by the Executive Committee.
- Section 4. Leadership Council composed of the Executive Committee, *Hospitality Chair*, *Festival Director*, and the District Chairs which shall constitute the governing body of the Elementary/General Division

Article V – Election and Tenure of Officers

- Section 1. State officers of the Elementary/General Division shall consist of President, President Elect, Vice President, Secretary and Treasurer. Following the election, these officers shall hold office for a term of two years beginning on May 1.
- Section 2. The President Elect shall automatically become President; the retiring President shall automatically become Vice President upon completing his/her tenure of office as President.
- Section 3. In election years, a nominating committee, comprised of one representative from Districts 1 and 2, one representative from Districts 3 and 4, one representative from Districts 5 and 6, and one representative from Districts 7 and 8, shall be appointed by the President Elect no later than September 1. This committee will elect a chairman and present a slate of at least one person each for the offices of President Elect, Secretary, and Treasurer at the Fall Meeting of the Division, at which time nominations will be accepted from the floor. Election shall take place biannually at the second business meeting of the general membership. Voting of the membership will be by secret ballot.
- Section 4. District Chairs shall be appointed by the President of the Division in alternate years from the election of the Executive Committee. District Co-Chairs shall be recommended by the District Chair and appointed by the Executive Committee.
- Section 5. *Festival Director shall be appointed by the President of the Division.*

Section 6. In the event of a vacancy in the office of President, the President Elect will assume the Presidency. The Vice President will assume the duties of President Elect until the next election.

Section 7. The Executive Committee may fill vacancies in any other office until the next election.

Section 8. *All resignations must be submitted to the President in writing.*

Article VI – Duties of the Officers/Functions of the Organization

Section 1. President shall:

1. Represent the Division at state, regional, and national meetings.
2. Secure personnel for Division clinics, workshops and other programs. *Secure Elementary Music Festival clinician in conjunction with Festival Director. Plan and execute all workshops.*
3. Develop workshop notices and bulletins of information on various phases of Division activities.
4. Coordinate plans with the President Elect.
5. Maintain direct contact with District Chairs.

Section 2. President Elect shall:

1. Fulfill duties of the President when the President is unable.
2. Promote and develop membership.
3. Maintain and provide current membership list for the President.
4. Assist the President in responding to all requests for information and assistance.
5. At the discretion of the President, accompany the President in a non-voting capacity at AMEA state meetings.
6. Purchase and present gifts for visiting clinicians.

Section 3. Vice President shall be available to advise and assist the President as needed.

Section 4. Secretary shall:

1. Maintain minutes, reports, by-laws, and other pertinent data.
2. Transmit all records to the incoming Secretary at the end of his/her tenure.

Section 5. Treasurer shall:

1. Accept monies for workshops, festivals, and fundraisers.
2. Supervise workshop registration.
3. Pay Division bills.
4. Record and disperse appropriately all monies.
5. Transmit all records to the incoming Treasurer at the end of his/her tenure.

Section 6. District Chairs shall:

1. Attend and promote all scheduled meetings of the Division.
2. Maintain and provide current mailing list for the President Elect.
3. Maintain records of all activities initiated by the Elementary/General Division in the District.
4. Recommend District Co-Chair and District Committee members as needed to facilitate communication with each school unit.
5. Promote workshops, clinics, and festivals throughout the district.
6. Call district meetings as needed. The meetings shall include all committee members of the area and all others interested in promoting elementary music.
7. Serve on special assignments assigned by the Executive Committee.

Section 7. Hospitality Chair shall:

1. Organize and distribute snacks and lunches for workshops, conferences, meetings, and festivals, as requested by the Executive Committee.
2. Send cards and/or gifts to individuals, as requested by the Executive Committee.

Section 8. *Festival Director shall:*

1. *Organize, distribute information, and execute the annual Elementary Music Festival.*
2. *Secure Festival clinician in conjunction with President.*
3. *Maintain contact with the President regarding the annual Elementary Music Festival.*

Article VII – Meetings

The Executive Committee shall provide for the following:

1. Workshops and Business Meeting to be scheduled in conjunction with the State Convention of AMEA.
2. Annual Workshop and Business Meeting of the Division.
3. Annual Planning Meeting of the Leadership Council to be held in April as deemed necessary by the Executive Committee.
4. District meetings to be planned and scheduled by the District Chairs.