

**Constitution and By-Laws  
St. Louis Metro District #8  
Missouri Music Educators Association  
Revised: December, 2010**

**Constitution**

**ARTICLE I**

**Name and Purpose**

Section 1 – Name: The name of this organization shall be “St. Louis Metro District, No. 8, Missouri Music Educators Association”, here in also designated “St. Louis Metro District.”

Section 2 – Purpose: The object of this organization shall be the promotion and improvement of music education through the united efforts of all members representing each phase of school music education in the St. Louis Metro District.

Section 3 – Affiliations: This organization shall function as an official district of the Missouri Music Educators Association (MMEA), which is the official state affiliate of the Music Educators National Conference (MENC).

Section 4 – Relationships: This organization shall maintain a cooperative relationship with other state teacher related organizations, the Missouri State High School Activities Association, the Missouri State Department of Education, and with other organizations which seek to “promote and improve Music Education”.

Section 5 – District Boundaries: Composed of public and private schools in the City of St. Louis, private schools in the St. Louis County and St. Charles County; and public schools in St. Louis County and St. Charles County that are not members of the Suburban Music Educators, an affiliate of the Cooperating Schools District. (Only member schools of the Suburban Music Educators located in St. Louis County are member schools of (MMEA) District “St. Louis Suburban, District No. 5).

**ARTICLE II**

**Membership**

Section 1 – Membership: The St. Louis Metro District shall consist of Active-Research, Active, Introductory, Student, Honorary, Life, Retired a Sustaining Members.

Section 2 – Active-Research and Active Membership: Anyone actively engaged in music education in the St. Louis Metro District, who pay (MENC) prescribed membership dues, is a member of the affiliated organizations referred to in Article I, Section 3, and is eligible for membership in the St. Louis Metro District.

Section 3 – Introductory Membership: Any person actively engaged in music education in the St. Louis Metro District and is a first year teacher and who has been a member of a student MENC organization during their first year of college, upon payment of the prescribed dues, is eligible for this membership, which provides for all privileges in MENC, MMEA, and St. Louis Metro District. Dues are one-half of the annual MENC dues.

Section 4 – Student Membership: Any student regularly matriculated in college or university music departments may become a student member through their student MENC Chapter upon payment of the prescribed dues.

Section 5 – Honorary Membership: Upon recommendations of the Executive Board, Honorary Membership may be conferred in recognition of the distinctive service in the field of music education but shall be conferred by unanimous vote of the membership present at the Annual or Special meetings. (See “Meetings”, Article V)

Section 6 – Sustaining Membership: Any individual, firm, or institution desiring to contribute to the support of the educational activities of the association may become a Sustaining Member upon payment of the prescribed dues. Sustaining Members have the privilege of display space at the annual clinic.

Section 7 – Life Membership: Any St. Louis Metro District Missourian actively engaged in music education, paying life membership dues to the National Organization, becomes a member of the National, Regional, State and St. Louis Metro District for life.

Section 8 – Retired Membership: Former music educators who have been MENC members for at least 20 years are eligible to be granted Retired Membership. No dues shall be assessed. Retired Members receive “Missouri School Music Magazine”, and may attend the MENC Annual Conference/Clinic without paying the registration fee.

### ARTICLE III

#### Officers and Committees

Section 1 – Legislative Power: The legislative power of the St. Louis Metro District shall be vested in the membership and the Executive Board.

Section 2 – Officers: The elected Officers of the St. Louis Metro District shall consist of President, President-elect, and seven Vice-Presidents, (one each for) 1) High School Concert Band; 2) High School Jazz Band; 3) High School Vocal (elected by Metro Eight MCDA); 4) Orchestra; 5) Middle School/Junior High Concert Band; 6) Middle School/Junior High Jazz Band; 7) Middle School/Junior High Vocal.

Section 3 – Executive Board: The Executive Board shall consist of the Officers named in Section 2 and the following: Immediate Past-President, College/University Chair, Multi-Cultural Awareness Chair, Secretary/Treasurer or Secretary, Treasurer, and any other designated officers of the Board appointed by the President with two-thirds voter approval of the Executive Board.

Section 4 – Committees: Standing and Special committees of this Association shall be appointed by the President with the approval of the Executive Board.

Section 5 – Election and Term of Office: Elected Officers described in this Article, Section 2, shall be elected for a term of two years on even numbered years, according to Article VII. The office of President is filled by automatic succession by the President- Elect. The elected officers shall assume the duties of their respective office immediately following the election with the exception of those offices whose duties include activities overlapping the new term of office. In which case the newly elected officer shall work to assist the outgoing officer who is responsible to the conclusion of the activity, and use the experience to facilitate future activities.

ARTICLE IV

Duties of Officers

Section 1 – Executive Board: The Executive Board shall have general powers of administration of the St. Louis Metro District, with authority to act and enact legislation except as contrary to this Constitution or By-Laws as hereinafter expressly provided. All Executive Board members are expected to attend all Board meetings and District meetings. Board members not able to carry out their duties should notify the Board so that replacements can be appointed or elected. (See Articles VII and VIII).

Section 2 – President: The President shall preside at all meetings of the St. Louis Metro District and of the Executive Board, but may delegate this responsibility to another Board member in the event of a special need. The President shall approve, in writing, all vouchers or payments executed by the Treasurer. The President has the authority to call special meetings and special election, and shall be ex-officio member of all committees. The President shall be seated on the Missouri Music Educators Association Executive Board and attend these meetings following notification by the outgoing President or Secretary/Treasurer of the District election results. The President shall provide MMEA with the latest Constitution and By-Laws of the St. Louis Metro District, and annual financial report of the annual MMEA convention Board Meetings and the Spring Board Meeting.

Section 3 – President-Elect: The President-Elect shall automatically succeed the President at the end of his/her term or earlier if necessity arises. He/she shall assist the President in carrying out the duties of the President's office, and specifically be in charge of membership enlistment and Chairman of the Nominating Committee (Article VII, Section 2). The President-Elect shall also coordinate the efforts of fund raising activities in behalf of the St. Louis Metro District.

Section 4 – Vice-Presidents: All Vice-Presidents shall assist in general items of business of the St. Louis Metro District and shall aid specifically in matters pertaining to music activities in their area of assignment and consistent with their specific office. Such duties to include those recommended by the President and approved by the Executive Board.

Section 5 – Chairs: All Chairs shall assist in general items of business of the St. Louis Metro District and shall aid specifically in matters pertaining to music activities in their area of assignment and consistent with their specific office. Such duties to include those recommended by the President and approved by the Executive Board.

Section 6 – Secretary/Treasurer: The Secretary/Treasurer or Secretary and Treasurer, shall be appointed by the President, with the approval of the Executive Board, for a two year period, subject to reappointment. The Secretary shall keep the minutes and records of the St. Louis Metro District. The Treasurer shall devise and keep such record as may be necessary for the efficient conduct of this office, including the establishment and monthly reconciliation of a checking and/or savings account in the name of the St. Louis Metro District with authorization to sign by both President and the Treasurer. The Treasurer shall provide the President with a statement of payments and receipts at each Board Meeting, and for presentation at the State Meetings. At the expiration of office, the funds, books, canceled checks, receipts, documents, and records in their complete form, together with all correspondence shall be turned over to his/her successor, after an audit by a qualified person appointed by the Executive Board.

ARTICLE V

Section 1 – Annual Meetings: The St. Louis Metro District shall hold two annual Meetings. One, called by the President or the Executive Board between September 1<sup>st</sup> and the end of October, the other, at the State Conference. Members and the music departments of all schools in the St. Louis Metro District will be given a minimum of two weeks’ notice in writing. The format of the meeting shall be determined by the President with the approval of the Executive Board. Election of Officers will take place at the General Meeting held during the State Conference.

Section 2 – Special Meetings: Special meetings of the St. Louis Metro District may be called with the approval of the Executive Board. Members and the music departments of all schools in the St. Louis Metro District will be given a minimum of two weeks’ notice in writing.

Section 3 – Executive Board Meetings: The Executive Board shall meet at the call of the President, or the joint request of not less than five members of the Executive Board. The Board members shall be notified of the meeting at least one week in advance off the said meeting.

ARTICLE VI

Legislation

Section 1: Any proposed legislation, Constitutional changes, or changes in the By-Laws shall be presented to the Executive Board thirty days before the annual meeting.

Section 2: With the approval of the Executive Board, legislation may be passed by a majority vote of the members present at the annual meetings. Without such approval, it shall require a two-thirds majority vote of the members present.

ARTICLE VII

Elections

Section 1 – Nominating Committee: The President shall appoint a Nominating Committee by October 1<sup>st</sup> of the odd numbered years. The Nominating Committee shall consist of at least five members. The committee is chaired by the President-Elect. The committee shall prepare a list of nominees who will accept office if elected, and present at the St. Louis Metro District Annual Meeting, the names of nominees who then become candidates for the elected offices contained in Article III, Section 2. Further nominations, if offered from the floor, at the Annual Meeting, shall be accepted if the person nominated is present and agrees to accept the nomination. Candidates must be a current Active member of MMEA and the St. Louis Metro District.

Section 2 – Election Procedure: Election shall be at the District General Meeting held during the State Conference. The President or Secretary shall notify promptly, the President or President-Elect of MMEA, the election results.

Section 3 – Special Elections: Where required, shall in accordance with Article IV, Section s1 and 2 and Article V, Section 2. For the office of President, in the absence of a President-Elect or for the office of President-Elect in the absence of a President-Elect, whose remaining term of office is more than one year, a special election shall be held. The nominating responsibility rests with the Executive Board. The

Secretary will mail out ballots and present the results of the election to the Executive Board for approval. The Secretary should mail out ballots within two weeks of receiving instructions from the Executive Board and should report the results of the balloting to the Executive Board two weeks after the ballots have been mailed.

## ARTICLE VIII

### Vacancies

Section 1: Vacancies in the Office of President or President-Elect should be filled in accordance with the requirements of Article IV, V, and VII, Section 3.

Section 2: Vacancies in the Offices of Chairs should be appointed by the President with two thirds approval by the Executive Board...

## ARTICLE IX

### Quorums

Section 1- Executive Board: A quorum shall consist of six of the Executive Board members.

Section 1 – Active Membership: A quorum shall consist of six of the Executive Board members present plus all Active Members who are present.

## ARTICLE X

### Amendments

Section 1: The Constitution may be amended at any regular meeting by a two-thirds approval vote of the membership present, providing that the proposed amendment or amendments shall have been submitted to the Executive Board at least one month prior to such a meeting, and notification that Constitution and//or By-Laws are included in the annual meeting announcement.

Section 2: The Constitution may be temporarily amended for the current year by a referendum vote conducted in the following manner: The Secretary, upon direction of the Executive Board, shall submit to the members of the St. Louis Metro District, the proposed amendment or contemplated action, which, when approved by not less than two-thirds majority of the members who return ballots within two weeks of the mailing date, shall automatically be considered a part of the Constitution and/or By-Laws for the current year. Such referendums must be approved by the majority of the active members present at the next annual meeting following the approval of the referendum before becoming permanently a part of the Constitution and/or By-Laws.

## ARTICLE XI

### Disposition of Assets

**Section 1: Disposition of Assets upon Dissolution: In the event that the St. Louis Metro District organization is dissolved, assets shall be distributed to the Missouri Music Educators Association.**

## BY-LAWS

### Membership Dues

Section 1: Honorary members shall be exempt from paying dues.

Section 2: Active membership and Active-Research membership: Active membership dues for the St. Louis Metro District shall convey all privileges in the MENC, the Southwestern Division of MENC, the MMEA, and the St. Louis Metro District and total the amount set by the MENC in the following categories: National dues, State dues, District dues, and “Missouri School Music Magazine”, Active-Research membership dues shall, in addition to the above entitle the member to receive issues of the “Journal of Research in Music Education.”

Section 3: Introductory Membership shall include all privileges in the MENC, MMEA, and the St. Louis Metro District. The dues shall be distributed at one-half the rate of Active membership. Annual dues for Introductory members who wish to receive the “Journal of Research in Music Education” will be charged on-half the Active membership dues pays the difference between that which is assessed Active membership and Active-Research membership dues. (See Article I, Section 2).

Section 4: Student membership dues shall be determined by MENC and shall be used for student conference activities. Payment of dues shall include subscription to the “Music Educators Journal”, “Missouri School Music Magazine”, and convey all the rights of Active membership except the rights of voting and holding office in the MMEA. Student membership is available only through a student MENC Chapter, sponsored through a music department of a college or university.

Section 5: Sustaining Membership dues. See MMEA By-Laws, Article I, Section 5.

Section 6: Life Membership dues. See MMEA By-Laws, Article I, Section 6.

Section 7: Retired Membership dues. See MMEA By-Laws, Article I, Section 7.

Section 8: Non-Members Clinic fess. See MMEA By-Laws, Article I, Section 8.

Section 9: The Fiscal year of the Association shall be from August 1 to July 31. All member dues are payable on expiration date.

## ARTICLE II

### Amendments

Section 1: The By-Laws may be altered or amended in the same manner as that provided in Article X of the Constitution.

ARTICLE III

Parliamentary Procedure

Section 1: Parliamentary Procedure of business meetings shall be governed by Robert's Rules of Order (revised).

ARTICLE IV

Constitution Copies

Section 1: The latest revised copy of the Constitution and By-Laws is to be on hand in sufficient copies at every Annual meeting for all those wishing a copy.

Section 2: Each Executive Board member will be provided a copy of the latest revised Constitution and By-Laws.