

# **National Association for Music Education Collegiate - Ohio State Chapter**

Revised 12/27/2022

## **Preamble**

We, the members of the National Association for Music Education Collegiate - Ohio State Chapter, have the opportunity to enjoy its associations, to share its responsibilities, and to increase our interest, knowledge and productivity in all areas of music education.

## **Article I – Name and Affiliation**

### **Section 1**

- This chapter shall be known as the National Association for Music Education Collegiate - Ohio State Chapter.

### **Section 2**

- This chapter shall be affiliated with the Ohio Music Education Association and the National Association for Music Education.

## **Article II – Purpose**

It shall be the purpose of this organization to:

- Make available to members opportunities for professional development
- Acquaint students with the privileges and responsibilities of the music education profession
- Provide to its members opportunities to become acquainted with leaders in the music education profession as gained from participation in programs and demonstrations, discussions and performing groups planned by the chapter, the state music education association, and the National Association for Music Education
- Assist the school in various projects throughout the year
- Provide opportunity for contacts with NAFME student members of other schools
- Provide opportunities to participate in a tutoring program of the core music class. Active members (as defined in Article III, Section 5) are eligible to apply to be tutors and/or tutorees.

## **Article III – Membership Eligibility and Benefits**

### Section 1

- Membership shall be open to any student enrolled in The Ohio State University who is interested in the teaching of music, and who is not employed full-time in the field of music education.

### Section 2

- Students who fulfill the requirements as stated in Section 1 may become inactive members of this chapter (refer to Article IV) immediately upon attendance at one meeting at any time throughout the academic year.

### Section 3

- Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, gender identity or expression, sexual orientation, national origin, age, sex, disability, or veteran status.

### Section 4

- Any active member of this chapter (as defined in Article IV, Section 4) may participate in all activities carried on by this collegiate chapter. Any national/state collegiate member (as defined in Article IV, Section 8) may participate in all NAFME activities, including its divisions and the federated state associations, and may attend all NAFME conventions national, divisional, and those of the federated state associations. They will have access to videos of each of our chapter meetings for their own personal viewing only, access to the “Chapter Resources” Google Drive Folder, and access to the chapter GroupMe.

### Section 5

- Every national/state collegiate member of NAFME will receive issues of the official NAFME periodicals Music Educators Journal, Teaching Music, and Triad, and if applicable, issues of the official state music educators association periodicals.

### Section 6

- Any national/state collegiate member may receive subscriptions to the Journal of Research in Music Education, General Music Today, UPDATE: Applications of Research in Music Education, and Journal of Music Teacher Education upon payment of the prescribed additional fees.

## Section 7

- All optional member services offered by NAFME are available to all national/state collegiate members. Refer to the Member Benefits and Services section in the NAFME Collegiate Chapter Handbook for additional services.

## **Article IV – Membership Classifications**

### Section 1

- Inactive membership in this chapter shall be obtained through attendance of one chapter meeting at any time during the school year. Inactive membership does not require one to be registered to be with NAFME or to pay dues in any form.

### Section 2

- Inactive members may only attend a maximum of 2 NAFME Collegiate chapter meetings per semester before they must become active members.

### Section 3

- Inactive members are ineligible to receive financially linked benefits of any kind from the chapter, including, but not limited to, transportation subsidies and housing for off-campus events such as the annual OMEA Professional Development Conference.

### Section 4

- Active membership in this chapter shall be obtained through the payment of annual, nonrefundable \$15 chapter dues to the Treasurer, and is eligible to anyone who has previously met the requirements for inactive membership. Active membership can be obtained either in the fall academic semester by October 1, or in the spring semester by March 1. Once obtained, active membership applies for one full calendar year beginning from the applicable deadline in that given membership acquisition period (i.e., a full calendar year beginning and ending either October 1 or March 1). Payment of national NAFME dues and successful completion of the associated national registration requirements are not required for active membership in the collegiate chapter; however, they are strongly encouraged.

### Section 5

- An active member whose active membership has expired based upon failure to pay annual chapter dues shall become an inactive member immediately after the passing of the applicable deadline (i.e., either October 1 or March 1) until dues are paid.

## Section 6

- Members who elect to pay annual chapter dues later in the academic semester than the applicable deadline shall still have their active membership periods expire a year from that applicable deadline (i.e., October 1 or March 1), even if it has since passed (e.g., a previously inactive member who pays chapter dues on April 5, 2020 will have his or her active membership span from April 5, 2020 to March 1, 2021).

## Section 7

- All active members of the National Association for Music Education - Ohio State Chapter are expected to attend meetings and functions, conduct themselves in a way that reflects well upon the organization, and uphold the interests of the chapter on campus and at NAFME functions. Should any active member fail to meet these expectations, a meeting of the Executive Board shall be held to discuss the removal of said member. A vote shall be held at the next chapter meeting following the meeting of the Executive Board, and a majority vote of the membership in favor of removing said member shall result in their removal. For removal of Officers to active member status, refer to Article XI.

## Section 8

- National/state collegiate membership is obtained through the successful completion of national/state registration requirements and payment of national/state NAFME dues. National/state collegiate members may be either active or inactive members. National/state collegiate membership is independent from chapter membership, as is the paying of dues to become an active member.

## **Article V – Finances**

### Section 1

- Dues for national/state collegiate membership are for an academic year. The total dues collected each year for national/state collegiate membership represent both national and state dues. Dues for student national/state collegiate membership are approximately one-third the cost of regular NAFME membership. Each state music educators association appropriates state dues. Students eligible for national/state collegiate membership become members of NAFME and their federated state music educators association when proper national and state dues are sent to the NAFME national office.

### Section 2

- Additional, nonrefundable dues of \$15 shall be levied by the collegiate chapter to help finance the activities of the chapter. These dues are required for active membership in the chapter, but not for national/state collegiate membership.

### Section 3

- The chapter will host at minimum 3 fundraising events per semester. This can be completed through Clean Up Columbus, restaurant nights, merchandise sales, and any other events the Executive Council determines during the semester.

## **Article VI – Executive Council**

### Section 1

- Management of this chapter is the responsibility of the Executive Council and is upheld by this constitution.

### Section 2

- The Executive Council shall consist of the officers of this chapter and the chapter advisor as an ex officio member.

### Section 3

- The Executive Council shall meet each Semester to discuss matters pertaining to the organization and its well-being.

### Section 4

- The Executive Council shall have the power to make necessary decisions in all matters not specifically acted upon by the group.

## **Article VII – Chapter Advisor**

### Section 1

- There shall be a chapter advisor who is a member of the music faculty at The Ohio State University and who is a member of NAFME. The chapter advisor shall serve as ex-officio on the Executive Council.

### Section 2

- The Responsibilities of the chapter advisor shall be to:

- Act as a representative of NAFME to the students: inform the students of the nature, purpose, and function of NAFME; encourage interest and participation of students in NAFME activities; and act as a liaison with the various levels of NAFME.
- Serve as an advisor and guide in formulation of chapter programs and policies
- Serve as a resource person
- Explain the benefits of NAFME Collegiate membership during orientation meetings, methods classes, and other functions that involve music education students
- Encourage the development of student, initiative, leadership, and imagination to build a sense of responsibility on the part of students
- Help officers in fulfilling their respective duties, including the maintenance of chapter records
- Meet with chapter officers to help with planning and implementing chapter activities
- Promote professional attitudes among chapter members
- Work for support of the chapter by members of the college faculty and explore with department chairpersons the possible funding of chapter activities
- Represent the interests of the chapter on campus and at NAFME functions
- Promote the concept of chapter importance in training music education students

## **Article VIII – General Duties of Officers**

### Section 1

- The officers of the chapter shall be President, Vice President, Secretary, Treasurer, and Publicity Chair.

### Section 2

- Any candidate for office shall have been a member of this chapter for at least one full semester prior to nomination and must be now considered an active member.

### Section 3

- Candidates for Vice President must be of freshman, sophomore or junior status at the time of their candidacy, as defined by those guidelines of The Ohio State University.

### Section 4

- Each officer shall assume his or her office starting Spring Semester, and serve through Fall Semester of the upcoming school year. All offices consist of a one-year term.

### Section 5

- In the event that a vacancy occurs in the office of President, the Vice President shall assume the duties of President for the remainder of the term of office. Vacancies in any of the other offices shall be filled by election following the same rules as stated in Article X.

#### Section 6

- The officers of this chapter, along with the chapter advisor, shall be considered the Executive Council for the chapter.

### **Article IX – Individual Duties of Officers**

#### Section 1

- It is the duty of the President to complete and manage registration for organization, assign officers (including him/herself) to organization and lead meetings and programs, be the primary contact and correspondent for the organization, provide vision and direction for the organization, develop an agenda and preside at meetings, uphold the principles of the constitution, appoint committees as required, and coordinate and oversee elections.

#### Section 2

- It is the duty of the Vice President to preside in the absence of the president, and to assist the rest of the Executive Council in their responsibilities. The Vice President is also responsible for the appointment of committees in conjunction with the president.

#### Section 3

- It is the duty of the Secretary to keep records of all members in the NAFME Collegiate chapter, including attendance at meetings, up-to-date emails, and other accurate current information. This officer will also monitor the chapter's email address and take minutes at meetings, including both chapter and board meetings.

#### Section 4

- It is the duty of the Treasurer to keep accurate records of meetings and business, keep a role of current paid membership, and be responsible for and account for the collection of any monies and/or payment of any debts of the organization. This officer is responsible for all aspects of designing and organizing fundraisers.

#### Section 5

- It is the duty of the Publicity Chair to inform all current and prospective members of all upcoming chapter events and meetings with ample advance notice. It is also his/her duty to keep the NAFME Collegiate bulletin board professional, inviting, informative, and current. This officer is responsible for handling all publicity for upcoming events and looking for new and effective ways to communicate with the membership.

## **Article X – Election**

### Section 1

- Election of officers shall be held in the fall semester of the current year for the following school year.

### Section 2

- Nominations may be accepted from the floor of the meeting, through an email to an officer, or in person to an officer. Nominations must come from active NAFME Collegiate members of The Ohio State University chapter (as defined in Article IV Section 4).

### Section 3

- All active NAFME Collegiate members of The Ohio State University chapter (as defined in Article IV, Section 4) are eligible to vote in the chapter's election of officers.

### Section 4

- A candidate must receive a majority of the votes cast for that office to be elected.

### Section 5

- See Article IX for additional election responsibilities of the President.

## **Article XI – Recall**

### Section 1

- All officers are subject to recall by a signed petition of at least 30 percent of the membership of the chapter.

### Section 2



- Eligibility for recall votes shall be limited to active NAFME Collegiate members of The Ohio State University chapter (as defined in Article IV, Section 4).

### Section 3

- Should a recall election occur, Article VIII, Section 4, shall still apply.

### Section 4

- Should an officer be recalled, he/she shall still remain an active member of the organization. To remove the former officer from active membership, refer to Article IV, Section 7.

## **Article XII – Committees**

### Section 1

- The President shall have the power to appoint special committees with the approval of the Executive Council.

## **Article XIII – Meetings**

### Section 1

- There shall be weekly meetings alternating between guest speaker sessions and chapter business meetings. Guest speaker sessions will be coordinated by members of the Executive Board. Business meetings will be led by the chapter president with minutes being recorded by the chapter secretary. Robert's Rules of Order will be utilized to operate business meetings.

### Section 2

- The meeting time shall be determined by the Executive Council in order to meet the needs of the majority of the chapter.

### Section 3

- Special meetings may be called at any other time as determined by the Executive Council.

## **Article XIV – Amendments**

### Section 1

This constitution may be amended by a majority vote of all of the Executive Committee.

## **Article XV – Method of Dissolution of Organization**

### **Section 1**

- If this chapter should ever need to dissolve for any reason, the advisor will supervise and approve the actions for dissolution. Any and all debts shall be settled through the state music educators association with the assistance of the chapter advisor. All assets will remain frozen for reorganization or donated to the state music educators association at the advisors digression. The organization may be reorganized with the approval of a qualified advisor.