



Constitution of the Illinois Music Education Association

Ratified: 6/17/1989

Amended: 7/1/2021

ARTICLES

Article I – NAME

The organization shall be known as the Illinois Music Education Association, hereinafter designated as “ILMEA” or as the “Association”.

Article II – PURPOSE

The purpose for which the ILMEA is organized is exclusively literary and educational, as defined in Section 501(c)3 of the Internal Revenue Code, and its regulations as they now exist or as they may hereinafter be amended. The purpose of ILMEA shall be the advancement of music education in Illinois, and in specific furtherance thereof:

- (a) To influence the design, expand the scope and improve the quality of music education in Illinois schools, colleges and universities, both public and private.
- (b) To promote music learning for persons of all ages.
- (c) To foster the utilization of all resources and advancements in the field of music instruction.

To facilitate the achievement of these goals, ILMEA will:

- (a) Have annual District and State meetings devoted to teacher improvement and student performance.
- (b) Publish appropriate communication vehicles.
- (c) Sponsor and/or administer, workshops, seminars or performances for the enlightenment of educators, students and the public either exclusively as an Association or in cooperation with other organizations, institutions or offices.

ILMEA may conduct any and all other activities in accordance with its Bylaws, which are designed to accomplish the foregoing purposes.

ILMEA shall maintain, insofar as possible, a working relationship with all agencies of education in Illinois.

ILMEA shall be organized into geographic areas known as Districts. The number of Districts and their boundaries shall be determined by a majority vote of the elected members of the Board of Directors of the Association and a change may be made without amending the Constitution.

Article III – MEMBERSHIP, AFFILIATIONS AND RELATIONSHIPS

Membership in the ILMEA shall be divided into classifications for membership dues, election of officers, voting privileges and for other purposes as the Bylaws may prescribe. The conditions, terms, privileges and rights of membership shall be stated in the Bylaws of ILMEA.

Article IV – GOVERNMENT

The Board of Directors shall be the legal representative of the ILMEA and, as such, shall have, hold and administer all the property, funds and affairs of the Association. Provisions for the regulation of the affairs of the Association shall be provided for in the Bylaws of the Association.

Article V – ELECTIONS

The manner of the election or appointment of the members of the Board of Directors shall be provided for in the Bylaws of the Association.

Article VI – DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

In the event of dissolution or termination of the Association, the Board of Directors of the Association shall, after satisfying the liabilities of the Association, dispose of all the assets of the Association exclusively for the objectives of the Association in such manner, or to such organizations organized exclusively for educational, literary or charitable purposes, as shall at the time qualify as an exempt organization under Section 501(c)3 of the Internal Revenue Code or corresponding future provisions as the Board of Directors shall determine. Any of the assets not so disposed of shall be disposed of by the court of proper jurisdiction.

Article VII – AMENDMENTS

This Constitution may be altered or amended by an approving vote of a majority of those members voting. Voting on amendments may be at a meeting of the Association, by mail or by digital means. Notice of such proposed amendments shall be published in an issue of an official publication, or otherwise made known to the membership, not less than thirty (30) days prior to the voting. Proposed amendments to this Constitution may be initiated by a majority vote of the Board of Directors or by a petition signed by five percent (5%) of the membership.

BYLAWS

Bylaw I – MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP. Active membership shall be open to persons engaged in music teaching or other music related educational work in Illinois. Each active member shall have the right to vote and hold office.

Section 2. STUDENT MEMBERSHIP. Student membership shall be open to music students in teacher education programs at any Illinois college or university who are not employed as full-time teachers. Student membership shall include the same privileges as Active membership except the right to vote or hold elective office.

Section 3. RETIRED MEMBERSHIP. Retired membership shall be open to former music educators who have retired from teaching or other music related educational work and who have been an active member prior to seeking retired membership status. Retired members shall have the same privileges as active members except the right to hold office.

Section 4. HONORARY LIFE MEMBERSHIP. Honorary Life Membership in the Association may be conferred by a unanimous vote of the Board of Directors. Such membership shall be awarded to individuals outside the field of professional music education in recognition of distinguished service to music education.

Bylaw II – DUES AND FEES

Section 1. DUES AND FEES. All dues and fees for receiving Association services or for participating in Association activities shall be set by the Board of Directors.

Bylaw III – GOVERNMENT

Section 1. AUTHORITY. Authority for management, policies and actions of the Association is vested in the Board of Directors. As presiding officer, the Association President is responsible for the leadership of the Association. The Board of Directors and individual members may make recommendations regarding management, policies and actions. The legislative power of the Association shall be vested in the active membership through the Board of Directors.

Section 2. QUALIFICATIONS FOR OFFICE. Candidates for State Board of Directors must be active members of the organization who meet at least one of the following requirements: 1) a degree in music, 2) state certification in music education or 3) significant school music teaching experience. In order to be eligible for the office of ILMEA State President, candidate(s) must have prior experience as a member of the ILMEA Board of Directors.

Section 3. STATE OFFICERS. The elected officers of the Association shall be a President, President Elect, Past President, Division Presidents and District Presidents. The President shall plan and preside at all State meetings and shall preside at meetings of the Board of Directors. The President shall have the power to appoint committees not otherwise provided for in the Bylaws, such committees will be responsible to the Board of Directors. The President shall have the power to make temporary rulings pending the approval of the Board of Directors. The President shall be an ex-officio member of all committees. The President Elect shall assume the duties of the President in case of the disability or absence of the President and shall have such other duties as may be assigned by the President or the Board of Directors. The Division Presidents shall preside at meetings of their Division and at meetings of the Division's District Representatives. The Division Presidents shall have the power to appoint ad hoc committees at the Division level. The Division Presidents shall provide for the planning and preparation of the State Conference program with the cooperation of the Association State Office. The Divisions of the Association shall consist of:

- (a) Band Division: to represent all persons and organizations dealing primarily with wind and percussion instruments.
- (b) Orchestra Division: to represent all persons and organizations dealing primarily with stringed instruments.
- (c) Chorus Division: to represent all persons and organizations dealing primarily with choral performance.
- (d) Elementary General Music Division (EGM): to represent all persons and organizations dealing primarily with classroom instruction in grades K-6.

- (e) Junior/Senior General Music Division (JSGM): to represent all music instruction in the grades 6-12.
- (f) Music Teacher Education Division (MTE): to represent all areas pertaining to music teacher training and preparation at the collegiate level.
- (g) Jazz Education Division: to represent all areas of jazz instruction and performance.
- (h) Music Educator Development Division (MED): to represent all areas pertaining to music educator development.

The District Presidents shall preside at all meetings of the District and shall make provisions for meetings of the District's Divisions. The District President shall have the power to appoint ad hoc committees at the District level and shall provide for the preparation of District Conferences.

Section 4. BOARD OF DIRECTORS. The Board of Directors shall be composed of the President, President Elect, Past President, Division Presidents and District Presidents. Certain Advisory members, without the right to vote, may be named by the Board of Directors. The Board of Directors shall have general jurisdiction over, and responsibility for, the functions of the Association. The Board of Directors shall (a) assume responsibility for management and operations of the Association and control of the funds thereof; (b) appoint an Executive Director, prescribe his/her duties and compensation, and have full control of his/her actions as Executive Director; and (c) appoint an Editor of the Association's official publications, prescribe the duties and compensation and have full control of his/her actions as Editor.

Section 5. ASSOCIATION EXECUTIVE COMMITTEE. The Executive Committee of the Association shall consist of the President, President Elect, Past President, the Executive Director (without the power to vote), and four (4) members of the Board of Directors recommended by the President and approved by the Board of Directors as the President assumes his/her regular term of office. At least one of the four at large members shall be a District President and at least one a Division President. The Executive power of the Association shall be vested in the Executive Committee. The Executive Committee shall be vested with the power to make emergency decisions. The Executive Committee shall advise the Executive Director in situations not expressly covered by this Constitution.

Section 6. TERMS OF OFFICE. Terms of the President, President Elect and Past President shall be for two years, or until their successors shall be elected and installed. The President Elect shall assume the office of President upon completion of the President's term of office. The President will assume the office of Past President upon completion of the President's term of office. Division Presidents and District Presidents shall be elected to serve a term of three years. They shall be elected one year prior to assuming active office. They will serve in "elect" positions for this year and should attend the Board of Directors meetings as observers.

Section 7. ASSUMPTION OF OFFICE. The President, President Elect and Past President shall assume their duties immediately following the State Conference. The Division Presidents and the District Presidents shall assume office immediately following the State Conference following their year of service as Division Presidents Elect and District Presidents Elect respectively.

Section 8. SUCCESSION OF OFFICERS. If the State President or Division President or District President should be unable to fulfill the specified term of office, the State President Elect or the Division President Elect or the District President Elect, respectively, shall assume the unexpired portion of the office. If the State President Elect is unable to fulfill the specified term of office, whether by reason of succession to the Presidency or for any other reason, the Board of Directors shall appoint a successor to complete the term of office or a special election may be held to fill the vacancy. If the Division President Elect or the District President Elect should be unable to fulfill the specified term of office, the State President shall select and appoint, with the approval of the Executive Committee, a person to fill the unexpired portion of the term.

Section 9. RE-ELECTION OF OFFICERS. The State President may not be elected to serve consecutive terms but may be returned to office after two years have lapsed. Division Presidents and District Presidents may serve two consecutive terms and may be returned to office after two years have lapsed. Division Presidents or District Presidents may be elected to a different office on the Board of Directors upon completion of their expired term.

Section 10. LIMITATION OF RESPONSIBILITY OF THE OFFICERS. The authority and responsibility for the management and 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, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes and activities prescribed or authorized by the Constitution and Bylaws of the Association.

Bylaw IV – INTERNAL AFFAIRS

Section 1. ELECTIONS

- (a) **NOMINATING COMMITTEE.** The Nominating Committee for the offices of State President and Division Presidents shall be composed of the District Presidents or other members of the Board of Directors recommended by the President and approved by the Board. The State President shall serve, or may appoint another officer to serve, as chairperson. The District President shall appoint a committee from within the District for the purpose of nominating a District President Elect.
- (b) **NOTIFICATION.** The names of all candidates shall be made known to the membership at least thirty (30) days prior to the election.
- (c) **VOTING.** Voting in State and District elections shall be conducted by mail or by digital means. Ballots and necessary supporting information shall be mailed, or otherwise published, at least thirty (30) days prior to the close of voting, to all members who are eligible to vote. A majority of the votes cast shall constitute election.
- (d) **PLURALITY.** A simple plurality shall constitute election.

Section 2. BOARD OF DIRECTORS MEETINGS. The Board of Directors shall meet at the call of the State President, or upon the joint request of a majority of the membership of the Board of Directors. A quorum of not less than fifty percent (50%) of the Board of Directors shall be required for the transaction of business. When necessary, the Board of Directors may transact business by mail, conference call or by digital means.

Section 3. ASSOCIATION MEETINGS. One general membership meeting of the Association shall be held each year at the State Conference or at such times as the Board of Directors shall designate.

Section 4. DISTRICT MEETINGS. Each District shall hold at least one meeting annually at a time other than the State Conference.

Section 5. DIVISION MEETINGS. Each Division shall hold a meeting annually at the State Conference.

Section 6. RULES OF ORDER. Robert's Rules of Order Newly Revised shall govern all Board of Directors business meetings.

Bylaw V – ADMINISTRATION

Section 1. EXECUTIVE DIRECTOR. The Executive Director shall be selected by the Executive Committee with the approval of the Board of Directors. The duties and compensation of the Executive Director shall be determined by the Board of Directors and subject to review annually. The position shall be subject to review annually in writing by the Executive Committee and a job description and contract shall be renewed annually and filed in the State Office of the Association.

Section 2. EDITOR. An Editor shall be selected by the Executive Director to edit and manage the Illinois Music Educator and other official publications of the Association. The Editor shall be responsible to the Executive Director, for editorial policy and business management of the publications insofar as they do not result from premeditated or malicious mismanagement by the Editor. A report of the business activities of the publications shall be made annually to the Executive Director. The duties and compensation of the Editor shall be determined by the Board of Directors and subject to review annually. The position shall be subject to review annually in writing by the Executive Director and a job description and contract shall be renewed annually and filed in the State Office of the Association.

Section 3. OTHER APPOINTED STAFF. The Executive Director shall recommend to the Board of Directors for approval any other salaried staff members working in the State Office. Dismissal of such personnel shall be at the recommendation of the Executive Director and approved by the Executive Committee. The duties and responsibilities of such persons shall be determined by the Executive Director. It is also the Executive Director's responsibility to evaluate the performance of said personnel annually. The evaluation shall be in writing with a copy given to the Executive Committee for review.

Section 4. FISCAL YEAR. The Board of Directors shall determine the fiscal year.

Section 5. CONTRACTS. The Board of Directors may authorize any officer, officers, agent, or agents of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Association. Such authority may be general or may be confined to specific instances.

Section 6. CHECKS, DRAFTS OR ORDERS. All checks, drafts or money orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such agent or agents of the Association as shall be determined by the Board of Directors.

Section 7. DEPOSITS. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, or other depositories as the Board of Directors or its agent may select.

Section 8. GIFTS AND MANAGEMENT OF ASSETS. The Board of Directors or its agent is authorized to receive by devise, bequest, donation, or otherwise either real or personal property and to hold the same absolutely or in trust, and to invest, reinvest and manage the same and to apply said property and income arising there from to the objectives of the Association. The Board of Directors also shall have power to allocate the funds of the Association for the purpose of carrying out the objectives of the Association.

Section 9. BOOKS AND RECORDS. The Association shall keep correct and complete records of accounts and shall also keep minutes of the proceedings of the Board of Directors. The Association shall keep at the State Office a record giving the names and addresses of the members entitled to vote.

Bylaw VI – STANDING COMMITTEES

Section 1. FINANCE COMMITTEE. The Finance Committee shall consist of the President, President Elect and three members of the Board of Directors, recommended by the President and approved by the Board. The Executive Director and Finance Committee will annually submit a budget to the Board of Directors for approval and make recommendations concerning the fiscal affairs of the Association as they shall from time to time deem appropriate.

Bylaw VII – AD HOC COMMITTEES

The term of office of all ad hoc committees appointed shall end with the term of office of the officer during whose administration they were appointed.

Bylaw VIII – AMENDMENTS

These Bylaws may be altered or amended by an approving vote of the majority of those members voting. Voting on an amendment may be at a meeting of the Association, by mail or by digital means. Notice of such proposed amendments shall be published in an issue of an official publication, or otherwise made known to the membership, not less than thirty (30) days prior to the voting. Proposed amendments may be initiated by the Board of Directors or by a petition signed by five percent (5%) of the membership.

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