

NOV 14 2011

Christopher Newport University
National Association for Music Education Collegiate
Chapter Constitution

PREAMBLE

We as members of NAFME Collegiate have the opportunity to better collegiate membership, to share its responsibilities and to increase interest, knowledge, and productivity in all areas of music education.

ARTICLE I: Name and Affiliation

Section 1

This chapter shall be known as the Christopher Newport University Collegiate National Association for Music Education. Our chapter shall be listed in the NAFME records as Chapter Number 1052.

Section 2

This Chapter shall be affiliated with the Virginia Music Educators Association (VMEA).

Section 3

3.01 CNU NAFME Collegiate Policy

This Chapter of NAFME Collegiate shall not haze prospective or current members for the purpose of admission into or affiliation with the organization. Members of NAFME Collegiate are free to leave or dissociate without fear of retribution or harassment. NAFME Collegiate shall not discriminate based on race, creed, color, sex, age, national origin, disability, or sexual orientation.

3.02 CNU

Hazing is a criminal offense in the Commonwealth of Virginia. Hazing is a serious violation of University policy and is prohibited in all forms. This policy is based upon the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals. Concurrently, the NCAA North American Interfraternity Conference, the National Panhellenic Conference and the National Pan-Hellenic Council state unequivocally that hazing has no place in the collegiate organizations they govern. In determining whether a specific behavior violates the hazing policy, consideration will be given to the behavior's relationship to the University's mission and purpose.

Hazing is defined as any mental or physical requirement, request, or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading, or which violates any federal, state, local statute or University policy, the willingness of an individual to participate in such activity notwithstanding.

Examples include, but are not limited to, tests of endurance, any brutality of a physical nature, such as whipping, beating, branding, forced or encouraged calisthenics, exposure to the elements, forced or encouraged consumption of any food, liquor, drug, or other substance, exposure of members or prospective members to potentially dangerous or hazardous circumstances, activities that have a foreseeable potential for resulting in personal injury, such as drop-offs, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety or distress, such as sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct which could result in extreme embarrassment, panic, degradation, or any other forced or encouraged activity which could adversely affect the mental health or dignity of the student.

The officers, principally the president or chairperson of each organization, are responsible for informing members and prospective members of this hazing policy each semester. The Office of Student Activities and the Center for Honor Enrichment & Community Standards are excellent resources regarding hazing behavior and prevention. Violations of the hazing policy should be reported to the Director of the Center for Honor Enrichment & Community Standards.

Section 4

This Chapter of NAFME Collegiate will adhere to all University policies (Appendix I) and all local, state, and federal laws

ARTICLE II: Purpose

Section 1: *It shall be the purpose of this organization to:*

- A. Make available to all members opportunities for professional development
- B. Acquaint members with the privileges and responsibilities of the music education profession
- C. Provide all members in good standing (who have paid dues) with the opportunity to become acquainted with local, regional, national, and international leaders in the music education profession through participation in programs, demonstrations, discussions, workshops, and the performances planned by this Chapter, the Virginia Music Educators Association (VMEA), and the National Association for Music Education (NAFME)
- D. Organize, lead, and implement service projects throughout the year (such as Music Mentors, Music Major for a Day, and Campus Visitation Days) as well as provide the opportunity to have contact with collegiate members and area music educators from other institutions.

ARTICLE III: Membership Eligibility and Benefits

Section 1

Membership shall be open to any student enrolled at Christopher Newport University who is interested in teaching music and is not employed full-time in the music education profession

Section 2

Students who fulfill requirements as stated in Section 1 become members of the CNU NAFME Collegiate Chapter 1052 upon payment of dues as stated in Article IV, thus defining member in good standing.

Section 3

Graduating members of CNU NAfME Collegiate Chapter 1052 have the opportunity to receive regular NAfME membership at a special introductory rate in the year of or immediately following their graduation as a first-year teacher of full-time employment status in music education

Section 4

All members of this Chapter will be expected to participate in the activities led and coordinated by this Chapter. Collegiate members who comply with all registration requirements are encouraged to attend all NAfME Collegiate, VMEA, CCVMEA, and NAfME conferences and conventions.

Section 5

Every CNU NAfME Collegiate member will receive issues of official NAfME publications as well as issues of the official state VMEA journal.

Section 6

Upon payment of additional subscription fee, any NAfME Collegiate member of this Chapter can receive a subscription of the Journal of Research of Music Education.

Section 7

All CNU NAfME Collegiate members will receive a discount on any materials purchased from the national organization

Section 8

All optional member services offered by NAfME are available to CNU NAfME Collegiate members. See Part IV: Member Benefits and Services in the MENC Collegiate Chapter Handbook (Appendix II) or www.nafme.org

Section 9

Within NAfME Collegiate you may be one of two types of members:

- Active: Your dues are paid. These members are eligible to vote and attend conference and activities
- Inactive: Your dues have not been paid. These members are not eligible to vote or attend conferences, but may attend special activities.

ARTICLE IV: Finance

Section 1

Dues for CNU NAfME Collegiate membership are collected annually during the first three months of school (August, September, and October) and represent national, state, and local chapter dues. Students eligible for NAfME collegiate membership become members of the National Association for Music

Education (NAfME) and their state music educators association once proper national and state dues are received and processed by the national headquarters (Reston, VA)

Section 2

In addition to national dues, the CNU NAfME Collegiate chapter will collect an additional \$5.00 per member for local chapter dues.

Section 3

Nominal dues may be levied in excess of national and state dues to help finance the activities of the Chapter. You are not a member of CNU NAfME Collegiate until your National and Chapter dues have been paid.

ARTICLE V: Management of the Chapter

Section 1

Management of this Chapter is the responsibility of the Executive Board and is held up by this Constitution.

Section 2

The Executive Board shall consist of the officers of this Chapter (President, Vice-President, Secretary, Treasurer, and Historian) and the Chapter Adviser who is an ex-officio member.

Section 3

The Executive Board must meet at least once between regular meetings of the Chapter to organize and plan future activities

Section 4

The Executive Board shall have the power to make necessary decisions in all matters not specifically acted upon by the group. The power to make executive decisions lies in the executive board.

ARTICLE VI: Chapter Adviser

Section 1

There shall be a Chapter Adviser who is a member of the music faculty at Christopher Newport University and who is also a member of NAfME. The Chapter Adviser shall serve as ex-officio on the Executive Board. The adviser shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University Policies (Appendix I) and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.

Section 2: The Responsibilities of the Chapter Adviser shall be to:

- Act as a representative of NAFME to all students
- Inform students of the nature, purpose, and function of NAFME
- Encourage interest and participation at all NAFME Collegiate, VMEA, CCVMEA, and NAFME events
- Act as a liaison with the various levels of NAFME Collegiate, VMEA, CCVMEA, and NAFME
- Serve as an adviser and guide in the formulation of Chapter programs and policies
- Serve as a resource person to the Chapter
- Receive and distribute fall enrollment materials to potential members
- Explain the benefits of Chapter membership during orientation meetings, methods classes, and other campus functions that involve music education students
- Complete section B on each student NAFME Collegiate membership application with remittance authorization and signature
- Receive and distribute the NAFME and state association periodicals that are sent in bulk to students who apply for NAFME Collegiate membership by the fall deadline
- Encourage the development of student initiative, leadership, and imagination and to build a sense of responsibility on the part of student NAFME Collegiate members.
- Help officers in fulfilling their respective duties, including the maintenance of Chapter records.
- Meet with the Executive Committee in order to assist with planning and implementing various Chapter activities
- Promote professional attitudes among Chapter members
- Work for support of the Chapter by members of the CNU Music Faculty and explore within the CNU Music Department possible funding of various Chapter activities
- Represent the interests of the Chapter at all NAFME Collegiate, VMEA, CCVMEA, and NAFME functions and promote the concept of Chapter importance in preparing music education students.

ARTICLE VII: Officers

Section 1

The officers of this Chapter shall be President, Vice-President, Secretary, Treasurer, and Historian. In addition, up to two Chapter members will be appointed to represent the CNU NAFME Collegiate Chapter at VMEA Collegiate meetings.

Section 2

Any candidate for Chapter office must have been an active member of Chapter 1052 for at least one full semester prior to nomination

Section 3

Each officer shall assume his/her office at the commencement of the fall term and serve throughout the school year. There must be at least one transitional meeting to take place within 3 weeks after elections of new officers. This meeting must have all officers in attendance.

Section 4

In the event that a vacancy occurs in the office of President, the Vice-President shall immediately assume the duties of the President for the remainder of the term of office. Vacancies in any of the other offices shall be filled by an election to take place at the next subsequent Chapter meeting immediately after the vacancy takes place.

Section 5

The officers of this Chapter shall be considered the Executive Board.

ARTICLE VIII: Duties of Officers

Section 1

It is the duty of the President to preside at all meetings, represent the organization, uphold and update the principles of the Constitution, and appoint committees as required, subject to the approval of the Executive Board. The President shall establish goals for the CNU NAFME Collegiate organization and communicate to all constituents how the goals will be met and executed. In the spring, the President supervises the election of new officers. The President will be expected to be an able leader and delegator of the Executive Board. The President is responsible for knowing the obligations of the Executive board and each position within the Executive board.

Section 2

It is the duty of the Vice-President to preside in the absence of the President and serve as Chairperson of the Program Committee. In addition, the Vice-President coordinates Chapter participation at Music Major for a Day, Music Mentors, and Campus Visitation Day events. The Vice-President also assists the President in completing any responsibilities as needed. The Vice-President, in consultation with the Executive Committee plans and organizes any retreats or extended meetings that are sponsored by the CNU NAFME Collegiate Chapter.

Section 3

It is the duty of the Secretary to communicate to all Chapter members and post minutes onto the Chapter website. In addition, the Secretary communicates with other Chapters, maintains a close connection with the national NAFME headquarters, and keeps the CNU Music Faculty informed of all NAFME Collegiate activities and events. The Secretary completes the End of the Year Report that is submitted to the Chapter Adviser during the final week of school in the Spring Semester. The Secretary also reports Chapter Activities to state and/or national publications and completes and publicizes both Executive Committee minutes and Chapter meeting Minutes both electronically and printed copy that shall be posted onto the CNU NAFME Collegiate Bulletin Board. In the spring, the Secretary assists the President with the election of officers by posting to all CNU NAFME Collegiate members in good standing the names of those nominated for office as well as notifying nominees about their election status.

Section 4

It is the duty of the Treasurer to keep accurate ledger records of meetings, presenting a ledger record

report at all Executive and Chapter meetings. In addition, the Treasurer keeps a current roll of membership and is responsible for collecting any monies and/or payment of any debts of the organization. The Treasurer posts an updated list of all paid Chapter members on the CNU NAFME Collegiate Bulletin Board and is responsible for gathering all Chapter dues. The Treasurer also counts election ballots and reports vote tallies at Chapter meetings. The Treasurer is also responsible for any off campus accounts and/or balances.

Section 5

The Historian maintains the CNU NAFME Collegiate Bulletin Board and Website. In addition, the Historian coordinates photo opportunities and circulates handouts about any NAFME Collegiate events and activities. The Historian also chronicles Chapter events throughout the year and at the end of the year, presents "A Look Back" report about what was accomplished during the *year*. The Historian also coordinates Music Faculty Appreciation activities and at least one catered Concert Reception for the CNU Music Department.

ARTICLE IX: Election of Officers

Section 1

Election of officers shall be held in the spring of the current year for the following school year.

Section 2

Those who seek office must accept nominations by Chapter members. Nominations must be in writing or submitted to the Executive Committee electronically.

Section 3

Formal nominations are accepted and announced publicly by the Chapter Secretary one week prior to the formal election that takes place in the spring semester

Section 4

Any registered member in good standing of Chapter 1052 is qualified to vote in the Chapter's election of officers

Section 5

A candidate for office must receive a majority of the votes cast for that office to be elected. In the event of a tie, the candidates must step out of the room and the chapter must discuss the options. Then a new vote must be cast. If the new vote is still even, the election will be postponed until the next meeting.

ARTICLE X: Committees

Section 1

There shall be a standing committee for all programs and activities. The President, along with the Vice-

President, Secretary, Treasurer, and Historian appoints this committee.

Section 2

The President shall have the power to appoint special committees with the approval of the Vice-President, Secretary, Treasurer, and Historian.

ARTICLE XI: Meetings

Section 1

There shall be at least eight regular meetings of this Chapter per year. Each meeting will be held once a month

Section 2

Special meetings may be called at any other time as determined by the Executive Board

ARTICLE XII: Amendments

Section 1

This constitution may be amended by a majority vote of the Chapter membership in attendance at said meeting

Section 2

All members shall receive notice of proposed amendments and changes at least seven days before a scheduled Chapter meeting

Section 3

After the proposal of an amendment it must be voted on by the Chapter members. Amendments or changes to the Constitution not voted on after two consecutive chapter meetings can be voted into the Constitution by the Chapter Adviser and Executive Board

Constitutional Amendments

1. All Chapter meetings shall be conducted under the guidelines of Robert's Rules of Order. A copy of this publication must be present at all Executive and Chapter meetings.
2. The Executive Board and Chapter Adviser may declare Chapter members inactive if they miss three Chapter meetings without valid reasons and/or documentation for the absence. Valid reasons will be determined by the Chapter Adviser and Executive Board.
3. An officer may be removed by the Executive Board and Chapter Adviser if he/she misses two or more Executive Board or Chapter meetings.
4. Every Chapter member must participate in at least 2 Chapter fundraisers