

# NAfME-Collegiate/Collegiate-NYSSMA Constitution

National Association for Music Education Collegiate (NY)

&

The Collegiate New York State School Music Association

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## Mission Statement of Collegiate Chapters of NYSSMA

NAfME-Collegiate/Collegiate-NYSSMA serves as a collegiate division of the New York State School Music Association (NYSSMA) which is a state affiliate of the National Association for Music Education (NAfME). NAfME-Collegiate/Collegiate-NYSSMA promotes and endorses professional development for pre-service music educators, seeks to increase its membership and support, and advocates for music education in public schools.

- Professional development activities include workshops, in-services, conferences and certificate-based training at the local, regional, state, national and international levels
- The benefits of membership include developing an awareness of the roles that state, national and international organizations that specifically focused on music education and music teaching and learning play in the lives of students, teachers, families, and communities.
- In addition, membership includes representation within the organization and the opportunity to attend and participate in all professional gatherings associated with it.
- Members advocate for the importance of music in the lives of people the world over, especially in schools and do this with the assistance of the state, national and international organizations associated with it.

## Mission Statement of Collegiate Executive Board

NAfME-Collegiate/Collegiate-NYSSMA also includes student members who are appointed by statewide election to lead the state's collegiates. Collegiate Executive Board members serve at the behest of the state's collegiates whose terms run from May 1st to May 1st each year.

The Collegiate Executive Board serves as representatives to its collegiate members and seeks to develop a vision, an identity, and expand the culture of this component of the statewide organization.

The Collegiate Executive Board also works to support the mission of the Collegiate Chapters of NYSSMA.

## ARTICLE I: Name and Affiliation

### Section 1

The name of this organization shall be National Association for Music Education Collegiate/Collegiate New York State School Music Association, or NAFME-Collegiate/Collegiate-NYSSMA (C-NYSSMA).

### Section 2

NAFME-Collegiate/Collegiate-NYSSMA shall have an affiliated relationship with all NAFME-Collegiate chapters in New York State, the New York State School Music Association (NYSSMA), and the National Association for Music Education (NAFME).

## ARTICLE II: Purpose

It shall be the purpose of this organization to:

- Make professional development opportunities available to all members;
- Acquaint students with privileges and responsibilities of the music education profession;
- Provide all members with the opportunity to become acquainted with leaders in the music education profession through participation in programs, demonstrations, discussions, workshops, and performances planned by this chapter, the state music educator's association, and the National Association for Music Education;
- Communicate with the professional NAFME and NYSSMA boards;
- Communicate with other NAFME-Collegiate/Collegiate-NYSSMA members through social media and email to promote collaboration, chapter development and community development;
- Provide information about NAFME-Collegiate/Collegiate-NYSSMA to both NAFME chapter-based and non-based institutions;
- Prepare and circulate Fall-, Spring- and Summer newsletters;
- Advocate for music education;
- Identify and reconcile issues pertinent to collegiate music education members

## ARTICLE III: Membership

### Section 1

Collegiate chapters shall be defined as colleges or universities that have fulfilled the requirements and processes for application and acceptance as an official NAFME-Collegiate chapter as per NAFME guidelines.

### Section 2

Collegiate chapter advisors must be active NAFME members.

### Section 3

Local chapters are responsible for electing officers to manage their college's NAFME-Collegiate chapter organization.

### Section 4

New York State NAFME-Collegiate Regions and Chapters are defined as those with official chapter number designations provided by NAFME:

#### Province 1 (Western NY)

- #151, SUNY Fredonia (School of Music)
- #456, SUNY Buffalo State
- #1107, SUNY University at Buffalo
- #1211, SUNY Niagara County Community College

#### Province 2 (Finger Lakes Region)

- #50, Eastman School of Music (University of Rochester)
- #150, Houghton College (Greatbatch School of Music)
- #218, Roberts Wesleyan College
- #328, Nazareth College (School of Music)
- #858, SUNY Brockport
- #980, Rochester Institute of Technology
- #1043, SUNY Monroe Community College

#### Province 3 (Central and Northern NY)

- #3, SUNY Potsdam (Crane School of Music)
- #215, Syracuse University (Setnor School of Music)

- #219, Ithaca College (School of Music)
- #566, SUNY Onondaga Community College

#### Province 4/5 (Capital Area and Mid-Hudson Valley)

- #12, SUNY Schenectady County Community College (School of Music)
- #261, Hartwick College
- #297, The College of St. Rose
- #313, Nyack College
- #502, Manhattanville College
- #1138, SUNY Binghamton
- #1242, SUNY Broome Community College
- #1273, SUNY New Paltz

#### Province 6 (NY City)

- #22, New York University
- #111, Teachers College/Columbia University
- #326, CUNY City College of New York
- #504, CUNY Queens College (Aaron Copland School of Music)
- #624, CUNY Brooklyn College (Conservatory of Music)
- #713, Wagner College
- #856, Baruch College
- #975, CUNY Hunter College
- #1083, Lehman College
- #1174, Mannes College of Music
- #1263, CUNY City College of Technology
- #1276, CUNY York College

#### Province 7 (Long Island)

- #589, Hofstra University
- #663, Long Island University
- #730, SUNY Nassau Community College
- #783, Adelphi University
- #846, Concordia College
- #1021, Five Towns College
- #1133, Molloy College

## Section 5

Any undergraduate/graduate music student (not teaching full-time) is eligible for membership in NAFME-Collegiate/Collegiate-NYSSMA by registering through procedures established by their local collegiate chapter. If there is no collegiate chapter available, music students can complete the membership process by visiting the following website: [www.nafme.org](http://www.nafme.org)

## Section 6

Prospective members can join at any time during their studies as undergraduate/graduate students (not teaching full-time). However, in order to maintain a current roster of collegiate members, it is encouraged that music students complete the membership process (join or renewal) by October 31 each academic year. Duration of membership is annual: July 1 - June 30.

## Section 7

Members will pay national and local chapter dues (as appropriate) annually to maintain their membership. This means that the membership is dual - Students become members of both (a) the New York State School Music Association (NYSSMA) and (b) the National Association for Music Education (NAfME).

## Section 8

Members will receive the music education publications (either online or in print format): *Music Educators Journal*, *Teaching Music*, *School Music News*, NAFME emails, information regarding upcoming music education events, and discounted registration fees to State, Division, and National conferences with their annual membership.

## Section 9

The annual membership meeting held at the NYSSMA Winter Conference is optional to all NAFME-Collegiate/Collegiate-NYSSMA members, but attendance is highly encouraged.

## ARTICLE IV: Executive Board

### Section 1

The Executive Board shall consist of elected NAFME-Collegiate/Collegiate-NYSSMA members.

### Section 2

The officers of this chapter shall be President, President-Elect, Secretary/Treasurer, Web Editor, and six (6) Province Representatives.

### Section 3

It is the duty of all officers to:

- Represent the organization
- Uphold the principles of the constitution
- Regular communication shall continue during and between meetings in order to implement plans
- All officers are required to attend meetings at the annual NYSSMA Winter Conference and the biennial State Collegiate Conference and if possible, the NYSSMA Summer Conference and the biennial Eastern Regional NAFME Conference
- It is the collective responsibility of the Executive Board to act as a liaison between the NYSSMA Executive Council and all New York State NAFME-Collegiate chapters
- Be actively involved with other Executive Board members and chapters, and assist in any projects determined by the Executive Board

### Section 4

It is the duty of the President to:

- Preside at all meetings
- When appropriate, lead meetings by parliamentary procedure via *Robert's Rules of Order*
- Maintain regular communication with the state NAFME-Collegiate advisor and NYSSMA Executive Council
- Act as a voting member of the NYSSMA Executive Council
- The President must also further an agenda as developed during their term as President-Elect
- Attends all NYSSMA Executive Council meetings and reports on those meetings to the Eboard and the state collegiate members
- Completes, submits a quarterly report to the NYSSMA Executive Council

- Publicly shares reports to the NYSSMA Executive Council about the status of collegiate activities across the state
- Writes and submits articles to the editor of *School Music News* that are published quarterly
- Develops a vision that reflects the ideals of the membership
- Seeks to advance collegiate initiatives within the formal structure of the NYSSMA Executive Council

## Section 5

It is the duty of the President-Elect to:

- Learn the duties of the President and create a smooth transition with linear, shared goals between terms
- Develop an agenda for their term in office
- Be actively involved with other Executive Board members and chapters
- Assist in any projects determined by the Executive Board
- At the NYSSMA Winter Conference, the President-Elect is responsible for overseeing scholarship assignments as well as coordinating the documents submitted by collegiate members who are (a) awarded scholarships to assist at the event and (b) travel reimbursements
- The President-Elect will serve in the capacity of President in the event that the current President is not available
- In the event that a vacancy occurs in the office of President, the President-Elect shall assume the duties of President until a re-election is scheduled and completed

## Section 6

It is the duty of the Secretary/Treasurer to:

- Request the distribution of money as necessary for various activities from the NYSSMA Executive Director
- Update process for registering/renewing c-NAfME/NYSSMA membership in newsletters and make sure collegiate incoming and returning members are aware of changes in registration fees
- Schedule meetings that include immediate board members
- To take and report minutes for all official meetings
- Minutes are circulated to all Collegiate chapter advisors, the President and President-Elect of the NYSSMA Executive Council and posted on the NAfME-Collegiate/Collegiate-NYSSMA website
- Organizes the evaluation process of collegiate conference session proposals and reports findings to the NAfME-Collegiate State Advisor

## Section 7

It is the duty of the Web Editor to:

- Regularly maintain the Collegiate-NYSSMA portion of NYSSMA website
- Regularly update materials for the website
- Maintain the social media (Facebook Page, Facebook Group, Instagram, Twitter)
- Edit web content and social media as necessary
- Ensure that the website is well-organized, updated, and accurate

## Section 8

It is the duty of the Province Representatives to:

- Act as the liaison between local chapters and the Executive Board
- Encourage chapter events at the local, Province and state, and national levels
- Facilitate communication between local chapters in each Province
- Represent local chapters at meetings of the Executive Board
- It is the Province Representative's responsibility to communicate with chapters on a regular basis
- Report on chapter activities at the NYSSMA Executive Board meetings attended by the President and/or President-elect and the General Business meetings the annual NYSSMA Winter and Summer Conferences, as well as the State Collegiate Conference held biennially.

## Section 9

All officers wishing to be excused from a mandatory event must give 24 hour advance notice to a member of the Executive Board for the request to be considered, and shall name a substitute to present their report at the Winter Conference if possible.

## Section 10

The Executive Board will announce meetings, usually one day per month during the regular academic year. In preparation for the three conferences that occur each year (Winter Conference, Collegiate or E-NAfME biennial conferences, and Summer Conference), more than one meeting per month may be called.

## Section 11

During Executive Board meetings the following will occur:

- An agenda will be determined that is shared, edited and approved by all members of the Executive Board
- All members of the Executive Board will be encouraged to speak about aspects of their leadership and collegiate activities pertinent to the organization
- Voting may occur on collegiate initiatives that are presented; Simple majority will determine the status of the initiative

## ARTICLE V: NAFME-Collegiate State Advisor

### Section 1

There shall be a NAFME-Collegiate State Advisor appointed by the President of NYSSMA who is a member of NAFME.

### Section 2

The responsibilities of the NAFME-Collegiate State Advisor shall be to:

- Act as a representative of NAFME to the students
- Represent students in their association with NAFME at every level
- Inform the students of the nature, purpose, and function of NAFME
- Encourage interest and participation of students in NAFME activities
- 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
- Help officers in fulfilling their respective duties
- Promote professional attitudes among chapter members
- Work for support of the chapter by members of the college faculty and explore with the 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

### Section 3

The current NAFME-Collegiate/Collegiate-NYSSMA Executive Board Advisor shall have the power to excuse a member for an absence due to extenuating circumstances.

## ARTICLE VI: Election of State Officers

### Section 1

Any candidate for office shall have been a member of this chapter for at least one full semester prior to nomination and must be locally available to fulfill their duties until the completion of their term.

### Section 2

Nomination forms for the next NAFME-Collegiate/Collegiate-NYSSMA term will be distributed at all subsequent conferences, as well as electronically. Election of officers shall be held by online vote in April of each academic year. A candidate must receive a majority of the votes for that office to be elected.

### Section 3

Any current registered member of NAFME-Collegiate/Collegiate-NYSSMA is qualified to vote in the election of officers.

### Section 4

Each officer shall assume their office in May and serve for one full year, with exception of the President-Elect, who must serve for two full years (the second as President). Officers can be elected for more than one term.

### Section 5

It is the responsibility of officers completing their term(s) to ensure the newly-elected officer's preparation before the completion of their term.

## ARTICLE VII: Professional Activities

### Section 1

#### NYSSMA Winter Conference

During the first weekend after Thanksgiving the New York State School Music Association presents its annual Winter Conference, usually located in Rochester, NY. It is expected that all state collegiate officers attend this event because they assist in the following capacities: Serve as conference session presiders, room monitors, ushers, staff the collegiate check-in table, manage paperwork associated with conference scholarships, transportation reimbursements and any other tasks as determined by the NYSSMA Executive Council.

There will be an annual meeting for all NAFME-Collegiate/Collegiate-NYSSMA members to be held at the NYSSMA Winter Conference.

- At this meeting, Officers will present their goals for the year, promote networking among NAFME-Collegiate members, vote on any constitution amendments, and discuss chapter events and activities as collected by the Province Representatives.
- Scholarships to attend the conference will be provided to students based prior year's membership and assigned by the NAFME-Collegiate/Collegiate-NYSSMA Advisor.
- Reimbursement forms will be presented at this meeting for travel costs associated with carpooling students to the NYSSMA Winter Conference.

### Section 2

#### New York State Summer Music Conference

During the second weekend in August, the New York State School Music Association (NYSSMA) presents its annual NYS Summer Music Conference, usually located in Albany, NY in collaboration with COMEA, NYCDA, NYASTA, NYSBDA, NYSCAME, and J.W. PEPPER.

### Section 3

#### Biennial State Collegiate Conference (Even years)

During even-numbered years (1988, 1990, 2010, etc.), a collegiate chapter in New York presents the State Collegiate Conference. The host institution for the subsequent conference is determined at the collegiate business meeting during the current conference.

## Section 4

### Biennial Eastern Regional NAFME Conference (Odd years)

During odd-numbered years (1987, 1989, 2009, etc.), the Northeast Region of the National Association for Music Educations holds a biennial meeting. There are no specific Collegiate-NYSSMA Executive Boards responsibilities at this event, unless requested by the NYSSMA Executive Council.

- Regional members of Eastern NAFME:
  - Maryland
  - Pennsylvania
  - Delaware
  - New Jersey
  - Connecticut
  - New York
  - Rhode Island
  - Massachusetts
  - Vermont
  - New Hampshire
  - Maine
  - Europe

## ARTICLE VIII: Amendments

### Section 1

Amendments to this constitution must be presented at the annual Executive Board meeting by either an Officer or online request from a NAFME-Collegiate member one month prior to the Winter Conference. Voting on the proposed amendment(s) shall be completed at the annual NAFME-Collegiate member meeting. The proposed amendment changes will be distributed to the chapters in writing.

### Section 2

Amendments may be adopted by a two-thirds vote of the membership present.

### Section 3

All amendments shall take effect in the semester following the semester in which the changes are made.

### Section 4

It is the responsibility of the Executive Board to review this constitution annually and propose amendments as needed.

## ARTICLE IX: Governance

This constitution, along with NAFME policies, shall serve as the governing document for this organization.