National Association for Music Educators (NAfME) Club of Westfield State University

ARTICLE I

Name:

Section 1: This organization shall be known as the National Association for Music Educators Club of Westfield State University (hereby referred to as NAfME).

ARTICLE II

Purpose:

Section 1: It is our desire to form a student governed organization to promote musical experiences and cultural activities for the students of Westfield State University.

ARTICLE III

Membership:

Section 1: Membership shall be open to all full-time and part-time undergraduate students of Westfield State University who have paid their student activities fee for the current academic semester. Members must have also paid their national NAfME membership fee for the current year in addition to a $5.00 fee for the NAfME club every semester.

Section 2: Members are considered to be active if they attend and participate in fifty percent (50%) of club meetings and activities.

ARTICLE IV

Officers:

Section 1: The officers of this club shall comprise the Executive Council. These officers are the President, the Vice President, the Secretary, the Treasurer, and the Public Relations Officer.

Section 2: Duties of the Officers

A. President

1. To preside at meetings;

2. To uphold the principles of this constitution;

3. To appoint committees as required with the approval of the Executive Council;

4. To initiate, plan, and implement activities for concerts and/or lecture series acting with the Vice President; and,

5. To represent this club in meetings with college officials.

B. Vice President

1. To preside at meetings in the absence of the President;

2. To assume the responsibilities of the President if he/she is unable to carry out those responsibilities;

3. To serve as recording secretary in the absence of the Secretary;

4. To initiate, plan, and implement activities for concerts and/or lecture series acting with the President; and,

5. To assist the President whenever necessary.

C. Secretary

1. To keep accurate records of all meetings;

2. To keep accurate roll of membership;

3. To handle correspondences;

4. To serve as coordinator of all social activities; and,

5. To maintain a calendar of events.

D. Treasurer

1. To keep accurate records of the distribution and receipt of monies;

2. To compile and submit to Student Senate a total budget for this club;

3. To be responsible for a monthly report on all monies to the Executive Council;

4. To keep inventory of all club equipment; and,

5. To be responsible for all public vouchers.

E. Public Relations Officer

1. To attend all Student Senate meetings which concern this club, although this Executive Council member has no vote nor position as this club’s representative while attending these meetings;

2. To publicize music department events to the public;

3. To generate support for this club at Student Senate Budget Committee hearings; and,

4. To publicize meetings and events.

Section 2: Any candidate for the above mentioned positions shall have been a member of this club for no less than one academic year.

Section 3: Each officer shall assume office after the completion of the spring term and shall remain in office until the completion of the following spring term.

ARTICLE V

Advisors:

Section 1: The advisor shall be a full-time faculty member of the Music Department’s faculty.

Section 2: The advisor, a non-voting member of the Executive Council, shall provide guidance and recommendations in the development of musical activities and programs, and shall serve as a liaison with college personnel in conjunction with the club President.

Section 3: The advisor shall be elected at the same time as the Executive Council members, following the same guidelines mentioned in Article VI.

ARTICLE VI

Elections:

Section 1: Nominations

A. Any person interested in being on the Executive Council needs to be nominated for the position.

B. All students are eligible to nominate those who they feel would be a good candidate for the position.

C. After the nomination periods, all nominees will be asked to accept their nomination.

Section 2: Once the nominees are compiled, all NAfME members can cast their vote while the secretary tallies them.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

Section 4: If there is a tie, the secretary will have members vote between the two nominees in that tie.

Section 5: A meeting in the spring shall be devoted to the elections of the Executive Council and advisor. Each officer shall assume office after the completion of the spring term and shall remain in office until the completion of the following spring term.

Section 6: No candidate for the above mentioned elections shall be in academic probation.

ARTICLE VII

Meetings:

Section 1: Membership of this club shall meet no less than two times per year.

A. A meeting in September shall be devoted to the presentation of this constitution to all club members; and,

B. A meeting in the spring shall be devoted to the elections of the Executive Council and advisor.

Section 2: Officers may hold separate meetings with only the officers or meetings without the advisors.

Section 3: Other club meetings may be called at any time as determined by the Executive

Council.

Section 4: All meetings will be announced at least one week in advance.

ARTICLE VIII

Vacancies:

Section 1: In the event that an officer resigns his/her position, leaves the club, or is removed from the club, the vacancy shall be filled by election as described in Article VI.

Section 2: In the event that an advisor resigns his/her position, leaves the club, or is removed from the club, it shall be the Executive Council’s decision to fill that vacancy.

ARTICLE IX

Amendments:

Section 1: This constitution may be amended and/or revised by a two-thirds (2/3) majority vote of the voting members of the club and if approved by the Rules and Regulations Committee of the Student Government Association.

Section 2: All membership shall receive advance notice of the proposed amendment at least five days prior to the voting meeting.

ARTICLE X

Removal of an Officer of Advisor:

Section 1: A preliminary hearing shall be held and argument heard for and/or against the officer/advisor.

Section 2: No less than five days following the hearing, the choice to vote for the removal of the officer/advisor shall be determined by the Executive Council.

ARTICLE XI

Rules of Order:

Section 1: Robert’s Rules of Order (revised) shall serve as a reference to parliamentary

procedure.