

**CONSTITUTION OF THE
UNIVERSITY OF WISCONSIN OSHKOSH
NAfME COLLEGIATE CHAPTER 430**

ADOPTED SEPTEMBER 2001
REVISED FALL 2013, FALL 2017

PREAMBLE

It is the objective to create and maintain a collegiate chapter of NAFME: The National Association for Music Education at the University of Wisconsin Oshkosh. All members of the collegiate chapter shall have the opportunity to enjoy NAFME Collegiate membership, to share its responsibilities, and to increase interest, knowledge, and productivity in all areas of music education.

ARTICLE I—NAME

Section 1

This organization shall be known as the University of Wisconsin Oshkosh National Association for Music Education Collegiate Chapter. Hereafter, it shall be referred to as UWO NAFME Collegiate, or the local “chapter.”

Section 2

This chapter shall be activated annually and endorsed by NAFME as Chapter Number 430.

ARTICLE II—AFFILIATION

Section 1

This organization is a collegiate student chapter of The National Association for Music Education (NAfME).

Section 2

This chapter shall be affiliated with Wisconsin Music Educators Association (WMEA).

Section 3

This organization shall have open communication and collaboration with all current and future Department of Music student organizations, including but not limited to:

- Students for Music
- Oshkosh Collegiate Music Teachers Association (OCMTA)
- UW Oshkosh Percussion Club (The Naker Society)
- Oshkosh Recording Association (ORA)
- National Association of Teachers of Singing (SNATS)

ARTICLE III—PURPOSE

It shall be the purpose of this organization to:

- provide its members with a link to the professional world of music education
- provide its members with similar interests an opportunity to interact
- provide the opportunity for members to attend programs, demonstrations, discussions, workshops, and performances planned by UWO NAFME Collegiate, WMEA, NAFME, and other organizations
- encourage membership and awareness of other specialized music education associations such as ACDA, NBA-WC, WiASTA, AWAKE, NCWORff, and others.
- assist the Department of Music with events or activities, including Wisconsin School Music Association (WSMA) State Solo & Ensemble Festival
- provide the opportunity of contact with other collegiate chapters
- provide interaction within the local music education community
- provide professional support to all music education majors at UWO, but reserve direct financial support for chapter members

ARTICLE IV—MEMBERSHIP

Section 1

Both local chapter and national association membership shall be open to any student enrolled at the University of Wisconsin Oshkosh regardless of major.

Section 2

Candidates who fulfill these requirements as stated in Article IV, Section 1 may become members of this chapter on payment of dues as stated in Article V. Henceforth, “members” shall refer to those candidates who have paid dues.

Section 3

All members shall have the right and responsibility to participate in UWO NAFME Collegiate chapter activities, meetings, and events.

Section 4

Members are entitled to all the benefits and services of collegiate membership offered by NAFME and WMEA, including student discounts on conferences and workshops, subscriptions to the official NAFME periodicals *Music Educators Journal* and *Teaching Music*, electronic publications and communications, and issues of the official WMEA periodical *Wisconsin School Musician*

ARTICLE V—MEMBERSHIP DUES

Section 1

At the discretion of the Executive Board, nominal dues may be levied by the chapter, separate from the NAFME national association membership dues, to help finance chapter activities. All dues for NAFME Collegiate membership are for an academic year.

Section 2

Candidates who fulfill the membership requirements as stated in Article IV, Section 1 may become members on payment of NAFME Collegiate national association membership dues and chapter dues when dues are established by the Executive Board. If no chapter dues are established, payment of national dues will constitute membership.

Section 3

The fee collected each year for NAFME Collegiate membership by the national association represents both national (NAFME) and state (WMEA) dues. Candidates become collegiate members of both NAFME and WMEA when the national dues are paid.

Section 4

Proof of payment of national dues, in the form of an email receipt or membership card, may be requested by the advisor to determine eligibility for chapter benefits.

ARTICLE VI—EXECUTIVE BOARD

Section 1

The leadership of this chapter is the responsibility of the Executive Board. The Executive Board shall uphold this constitution. The Executive Board shall have the power to make any necessary decisions in all matters of the chapter of NAFME Collegiate.

Section 2

Upon accepting election to an office, Executive Board members agree to be held personally and professionally accountable for all policies, legal, financial, and ethical practices, both expressed and inferred, by this constitution. They agree to represent UW Oshkosh and NAFME in an exemplary manner.

Section 3

The Executive Board shall consist of the following officers:

- President
- Vice-President
- Secretary
- Treasurer
- Public Relations Officer

- Past President (optional non-voting advisory member)
- WI NAFME Collegiate Steering Committee Representative (optional non-voting advisory member)
- Chapter Advisor (non-voting advisory member)

Section 4

The Executive Board shall establish a weekly day and time for Executive Board meetings and hold them when necessary to organize and plan any agendas, activities, and events of the organization.

Section 5

The Executive Board members commit to be present at all chapter meetings, activities, and events.

ARTICLE VII—OFFICER DUTIES

Section 1: *President*

The President must be a past member of the Executive Board and a member of the national association, or must be endorsed by the advisor. It is the duty of the President to:

- lead all Executive Board and chapter meetings
- prepare an agenda for Executive Board meetings
- consult as liaison with the chapter advisor when necessary
- represent the organization in Department of Music and public events, and assign others to represent as required
- appoint and nullify committees as needed with the approval of the Executive Board
- appoint and nullify special member Chairships to help with the tasks of the organization with the approval of the Executive Board
- cooperate with the treasurer and advisor to oversee chapter financial operations
- coordinate or monitor fundraising campaigns
- Upon the decision of the Executive Board to seek official recognition as a student organization by the UW Oshkosh Student Association (OSA):
- represent the chapter at OSA required meetings and submit application materials
- cooperate with the Treasurer to prepare a Student Allocation Committee (SAC) budget and attend budget hearings if required.
- perform and assist with any unassigned duties of the organization

Section 2: *Vice-President*

The Vice-President must be a past member of the Executive Board, or must be endorsed by the advisor. The Vice-President must be a member of the national association. It is the duty of the Vice-President to:

- co-lead all Executive Board and chapter meetings with the president
- coordinate special events of the chapter

- Share the responsibilities and obligations of the Executive Board with the President
- Assist or assume the duties of other officers if required.
- Assume the duties of the President if required.

Section 3: *Secretary*

The Secretary must be a member of the national association. It is the duty of the Secretary to:

- record and post the minutes of all chapter meetings on the chapter bulletin board and/or electronic media
- take roll at all chapter meetings
- maintain a current roll and directory of membership for the purpose of (electronic) communications
- assist in coordinating fundraising campaigns
- perform any duties related to the organization's clerical work

Section 4: *Treasurer*

The Treasurer must be a member of the national association. It is the duty of the Treasurer to:

- cooperate with the President and Advisor to maintain all UWO NAFME Collegiate financial accounts
- collect and maintain accurate records of chapter membership dues when dues are established by the Executive Board as stated in Article V
- account for the collection of any funds payable to the organization, including dues, fundraising income, reimbursements, etc.
- account for the payment of any debts of the organization, including bills, fundraising expenses, honoraria, travel and incidental purchase reimbursements, etc.
- Upon the decision of the Executive Board to seek official recognition as a student organization by the UW Oshkosh Student Association (OSA):
- prepare a budget for Student Allocation Committee (SAC) and submit for approval by the Executive Board
- cooperate with the President to attend OSA meetings and Student Allocation Committee (SAC) budget hearings if required.
- perform any duties related to the organization's finance (see Article XII)

Section 5: *Public Relations & Communications Officer*

The Public Relations Officer must be a member of the national association. It is the duty of the Public Relations Officer to:

- maintain the NAFME Collegiate chapter bulletin board, website, and social media page(s)
- publicize all chapter meetings, activities, and events using paper posters, the chapter bulletin board, Department of Music convocations, e-mail, website, social media, and all other forms of communication necessary to inform the members and public of the organization's engagements.
- perform any other duties related to the organization's communication and relations with members, prospective members, faculty, alumni, schools, teachers, other associations, and the public.

Section 6: Past President (non-voting advisor)

It is the *option* of the Past President to:

- be involved as an advisor with NAFME Collegiate Executive Board, general meetings, and decisions involving the chapter, and fulfil any duties as assigned

Section 7: WI NAFME Collegiate Steering Committee Representative (non-voting advisor)

WI NAFME Collegiate Steering Committee Representatives are nominated by the chapter advisor and selected by the WMEA Council Collegiate Chair. If not already serving as an officer, it is the *option* of the WI NAFME Collegiate Steering Committee Representative to:

- be involved as an advisor with NAFME Collegiate Executive Board, general meetings, and decisions involving the chapter, and fulfil any duties as assigned

Section 8: Advisor (non-voting advisor)

It is the duty of the Advisor to meet the requirements set forth in Article X.

Section 9

Elected officers are required to attend all Executive Board meetings, chapter meetings, activities, and events. Non-voting advisory members may elect to attend Executive Board meetings, chapter meetings, activities, and events.

ARTICLE VIII—REMOVAL OF OFFICERS**Section 1**

Any officer consistently negligent in his or her duty without reasonable cause is subject to remedial action by the Advisor. Negligence may include absence from meetings, failure in job description, financial, legal, or ethical infractions, or other acts considered negligent as determined by the Advisor. Remedial action for negligent officers may include a probationary period or removal from office as determined by the Advisor.

ARTICLE IX —ELECTION OF OFFICERS**Section 1**

Election of officers shall be held at the first Department of Music convocation in May, or before. The election date shall be posted on the NAFME Collegiate bulletin board and/or by electronic communication no less than two weeks prior. Alternately, elections may be held electronically under the authority of the Advisor. Results of the election shall be posted on the NAFME Collegiate bulletin board and/or by electronic communication no more than 1 day after the election date.

Section 3

Nominations shall be open to all qualified members as stated in Article IX, Section 4.

Candidates for office must complete a nomination form. Nomination forms shall be available to candidates no less than two weeks prior to the election date. Completed nomination forms shall be posted on the NAFME Collegiate bulletin board and/or by electronic communication no less than one week prior to the election date.

Section 4

A candidate for office shall be a member of this chapter for at least one semester prior to being elected into office, or must be endorsed by the advisor, and must meet the requirements established for the office in Articles VI and VII.

Section 5

The term of office begins at the conclusion of the spring semester and continues throughout the summer and entire academic year. Members are not permitted to run if they do not plan on being students enrolled on campus for the entire academic year.

Section 6

Any member of the local chapter shall have the right to vote in the election of chapter officers. A provision shall be made for members unable to attend Department of Music convocation (such as student teachers) to vote in absentia.

Section 7

A qualified candidate must receive the largest number of votes for that office to be elected. In the event of a tie in the votes for any office, co-officers will be established. In the event of a three-way (or more) tie, a reelection will be conducted at the following Department of Music convocation.

Section 8

An Elections Commissioner may be appointed to facilitate the election. The Elections Commissioner must be a member of the chapter and not a candidate for office.

Section 9

Votes shall be tabulated by the Advisor and verified by another member of the faculty, as determined by the Advisor.

Section 10

In the event that a vacancy occurs in the office of the President, the Vice President shall assume the duties of the president for the remainder of the term of office and a new Vice-President shall be appointed according to the process in Article IX, Section 11.

Section 11

Vacancies in any office other than President shall be filled by appointment. Appointments will be made by a majority vote of the Executive Board after applications have been made

available to all eligible members who wish to be appointed. The officer leaving his/her position may not vote. A tie will be broken by the advisor.

ARTICLE X—CHAPTER ADVISOR

Section 1

There shall be a chapter advisor who is a member of the music faculty at the University of Wisconsin Oshkosh and who holds active membership in NAFME.

Section 2

It is the duty of the Chapter Advisor to:

- act as a representative of NAFME and WMEA to the students
- represent students in their association with NAFME at all levels
- officially re-activate the chapter with the NAFME national office each year
- inform the students of the nature, purpose, and function of NAFME
- encourage interest and participation of the students in NAFME activities
- explain the benefits of NAFME collegiate membership during orientation meetings, methods classes, and other functions that involve music education students
- receive and distribute fall enrollment materials to potential members
- assist in completion of each student's Application for Collegiate Membership
- receive and distribute the NAFME and WMEA periodicals, print, and electronic materials
- serve as a resource in formulation of chapter programs and policies
- help officers in fulfilling their respective duties, including the maintenance of chapter records, documents, and finances.
- meet with chapter officers to help with planning and implementing chapter activities
- distribute chapter resource materials to officers
- submit applications for student recognition awards and chapter awards as appropriate
- promote professional attitudes among chapter members
- encourage the development of student initiative, leadership, and imagination to build a sense of responsibility on the part of students
- represent the interests of the chapter on campus and at NAFME functions
- promote the concept of importance or professional memberships in preparing music education students
- work for support of the chapter by members of the faculty and explore with the department chairperson the possible funding of chapter activities

ARTICLE XI—MEETINGS

Section 1

The schedule and nature of regular chapter meetings shall be set by the Executive Board, with at least one meeting being held each semester.

Section 2

Other special activities and events may be established throughout the year as determined by the Executive Board.

Section 3

All members of the local chapter shall have the right and responsibility to participate in all NAFME Collegiate activities, and events, and meetings.

ARTICLE XII—CHAPTER FINANCE**Section 1**

The chapter treasurer, in cooperation with the chapter president and advisor, will maintain UWO NAFME Collegiate accounts and oversee financial operations.

Section 2

Expenditures up to \$25 may not require prior authorization of the Executive Board. The expenditure must relate to the chapter's agenda, and must be reported to the Executive Board no more than ten days after the expense.

Section 3

All expenditures of \$25 and higher shall receive authorization of the Executive Board prior to the expense.

Section 4

When official UW Oshkosh Student Association recognition is sought, the budget for University Allocations shall be prepared by the Treasurer and approved by the Executive Board.

ARTICLE XIII—CHAPTER COMMUNICATIONS**Section 1**

The Executive Board and Public Relations officer will facilitate communication with all NAFME Collegiate chapter members and other music education students through use of the chapter bulletin board, Department of Music convocations, e-mail, website, social media, and other forms of communication.

Section 2

To the extent practical, chapter communications will be carried out via electronic means, including but not limited to use of email lists, the chapter website, and social media. Electronic communication will not supersede the use of the chapter bulletin board where it is required by the constitution.

ARTICLE XIV—AMENDMENTS AND EXCEPTIONS TO THE CONSTITUTION

Section 1

This constitution may be amended or revised by a majority vote of the Executive Board.

Section 2

An amendment or revision may be withdrawn by a majority vote of the membership within six weeks after the date of amendment approval.

Section 3

Any amendments or revisions to this constitution must be posted on the NAFME Collegiate Bulletin Board and website no more than 7 days after the date of approval.

Section 4

Temporary Emergency Exceptions to the constitution may be proposed by the President or the Advisor and approved by a unanimous vote of the Executive Board.