



# LIMESTONE UNIVERSITY

National Association for Music Education  
Collegiate Chapter C229  
Bylaws and Policies  
ed. 2021-2022



\*The NAFME Constitution is the basic document governing the association and its collegiate Chapters.\*

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# Preamble

The purpose of the Limestone University NAFME Chapter of the National Association for Music Education (NAfME) is (1) to create educational events to enrich the college experience of those involved, (2) to create musical events to enrich the musical culture of those involved, (3) to provide services improve the quality of life while on our campus, and (4) to foster connections to local and far off PK-12 schools.

## Article I - Name and Affiliation

### Section 1

This Chapter shall be known as the Limestone University Collegiate Chapter C229 of NAFME, the National Association for Music Education.

### Section 2

This Chapter shall have an affiliate relationship with the South Carolina Music Educators Association (SCMEA).

## Article II - Purpose

It shall be the purpose of this Chapter to:

1. Make available to members opportunities for professional development;
2. Acquaint students with the privileges and responsibilities of the music education profession;
3. 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, SCMEA and NAFME;
4. Assist the University, Department of Visual and Performing Arts, and Music Program in various projects throughout the year;
5. Provide the opportunity to have contact with collegiate members from other schools;
6. Design opportunities to promote our current (and future) objective as music educators: to offer to all students opportunities to participate in music as a part of their curriculum so they may become independent music makers, appreciators, and consumers;
7. Provide the first opportunities to put into practice the skills and knowledge that all members acquire through Limestone University as we teach children of all ages from the surrounding community;
8. Provide pre-professional education networking, professional development, and career and leadership-building opportunities unachievable through coursework alone.



# Article III - Membership Eligibility and Benefits

## Section 1

Membership shall be open to any student enrolled at Limestone University who is interested in teaching music.

## Section 2

Students who fulfill the requirements as stated in Section 1 may become members of this Chapter on payment of dues as stated in Article IV

## Section 3

Collegiate members of this Chapter receive all benefits enumerated at [<https://nafme.org/membership/collegiate/collegiate-member-benefits/>].

**Section left intentionally blank**



# Article IV - Membership Credits

## Section 1

Members are required to earn 5 credits {outlined in each semester to be considered active with the Chapter and earn the right to attend the enrichment events.

## Section 2

Members who have been granted a Chapter fee waiver must earn 8 credits by the end of each semester in which they received the waiver. See Article V, Section 4.

## Section 3

Credits to maintain active membership can be earned by:

1. Attending NAFME events and workshops (1 credit)
2. Assisting with events (1 credit)
3. Making and putting up flyers (1 credit)
4. Community service outside of NAFME events (1 credit per nonmusical event; 2 credits per music event)
  - a. \*Proof must be present to receive the credits
5. Attending NAFME Chapter meetings (1 credit)
6. Performing a Chapter Recital (1 -2 credits; at the discretion of the faculty advisor)

## Section 4

Those who fall below the minimum credit limit will be informed and interviewed by the President and Vice President to remain in the Chapter. Should the problem behavior continue, the member can be removed by the music faculty. Should the member not be removed, they must make up for their lack of credits.

## Section 5

Should it be a leadership member falling below the credit minimum, the faculty advisor may interview the leadership member to determine their future leadership status in the Chapter.

## Section 6

Those who don't meet the required credit limit are not eligible for Chapter funds to attend NAFME events.



# Article V - Finance

## Section 1

Dues for NAFME Collegiate membership are for one academic year. National dues for the NAFME Collegiate membership are less than one-third the cost of regular NAFME Membership. State dues are appropriated by each state music educators association. Students eligible for NAFME Collegiate membership become members of NAFME and their federated state music educators association once they have submitted their NAFME dues online at [www.nafme.org](http://www.nafme.org) by logging in using their Member ID and email, or, by contacting NAFME Member services at [memberservices@nafme.org](mailto:memberservices@nafme.org) or 800-336-3768.

## Section 2

Nominal dues may be levied up to \$5.00 to help finance the activities of the Chapter.

## Section 3

Only those in the Music Education degree program are required to finance National and State dues. This is optional but encouraged of all other members. All members are required to pay Chapter dues.

## Section 4

Students in good standing with the Chapter, and who have met all requirements outlined in the bylaws, may apply for a fee waiver to receive NAFME Chapter funding for dues or events, at the discretion of the Faculty Advisor.

# Article VI - Executive Council

## Section 1

Management of this Chapter shall be the responsibility of the Executive Council and is upheld by this Constitution.

## Section 2

The Executive Council shall consist of the Chapter officers, the Faculty Advisor, and the Director of Music Education as an ex officio member.

## Section 3

The Executive Council shall meet at least once a week, aside from regular meetings of the Chapter, to organize and plan future activities.



# Article VII - Faculty Advisor

## Section 1

There shall be a Faculty Advisor who is a member of the music faculty/staff at Limestone University and who is a member of NAFME. The Faculty Advisor shall serve ex officio on the Executive Council. When the Faculty Advisor is not the Director of Music Education, said Director will also serve as an ex officio member of the Council.

## Section 2

The Responsibilities of the Faculty Advisor shall be to:

1. Act as a representative of NAFME to the students;
2. Inform the students of the nature, purpose, and function of NAFME;
3. Encourage interest and participation of students in NAFME activities;
4. Act as a liaison to the various levels of NAFME;
5. Serve as an adviser and guide in formulation of Chapter programs and policies;
6. Serve as a resource person;
7. Receive and distribute fall enrollment materials to potential members;
8. Explain the benefits of NAFME Collegiate membership during orientation meetings, methods classes, and other functions that involve music education students;
9. Complete Section B on each student's Application for Collegiate Membership with remittance of authorization and signature;
10. Receive and distribute the NAFME and state association periodicals that are sent in bulk to students who apply for NAFME Collegiate membership by October 31;
11. Encourage the development of student initiative, leadership, and imagination, to build a sense of responsibility on the part of students;
12. Help officers in fulfilling their respective duties, including the maintenance of Chapter records;
13. Meet with Chapter officers to help with planning and implementing Chapter activities;
14. Promote professional attitudes among Chapter members;
15. Work for support of the Chapter by members of the University faculty and explore with department leadership the possible funding of Chapter activities;
16. Represent the interest of the Chapter on campus and at NAFME functions; and Promote the concept of Chapter importance in training music education students.

# Article VIII - Officers

## Section 1

The officers of this Chapter shall be President, Vice-President, Operations Manager, Treasurer, Media Manager, and Musical Theatre Liaison.

## Section 2

The President must have been a past officer serving on the Executive Council, unless no such officers are present and willing to assume the role of president.

## Section 3

Each officer shall assume his office at the commencement of the fall term and serve throughout the entire school year.

## Section 4

In the event that a vacancy occurs in the office of President, the Vice-President shall assume the duties of President for the remainder of the term of office. Vacancies in any of the other offices shall be filled through appointment of a Chapter member selected by the Faculty Advisor.

# Article IX - Duties of Officers

## Section 1

The duties of the President shall be to:

- Preside over meetings of the Chapter;
- Develop an Agenda for all meetings;
- Represent the Chapter on and off campus;
- Appoint standing committees approved by the Executive Council;
- Inform other collegiate Chapters in the state of Chapter activities; and
- Certify that designated responsibilities are adhered to.

## Section 2

The duties of the Vice-President shall be to:

- Preside over Meetings of the Chapter in the absence of the President;
- Coordinate Recruitment initiatives;
- Arrange letters and gifts of appreciation for Guest Speakers;
- Hold active members to the Chapter credit requirement.



# Article IX - Duties of Officers

## Section 3

The duties of the Operations Manager shall be to:

1. Record and distribute minutes of the Meetings of the Executive Council and Chapter;
2. Provide information regarding the Chapter events as requested by the President;
3. Reserve spaces and plan the logistics of Chapter sponsored events;
4. Update membership and Chapter personnel documents as needed; and
5. Update membership on Chapter information via email.

## Section 4

The duties of the Treasurer shall be to:

1. Maintain the Chapter's financial records;
2. Ensure all dues and documentation is submitted; and
3. Assume responsibility for all money within or pertaining to the organization; and
4. Manage accounting responsibilities for trips, group expenses, etc..

## Section 5

The duties of the Media Manager shall be to:

1. Prepare announcement fliers;
2. Prepare and arrange for needed advertisement for programs;
3. Assume responsibility for local announcements (Newspapers, Television Networks, or any Limestone University media outlets);
4. Design and distribute signs, posters, etc.;
5. Maintain Carol bulletin board;
6. Communicate needed website updates to the Faculty Advisor and/or Director of Music Education; and
7. Recruit audiences for all functions.

## Section 6

The duties of the Musical Theatre Liaison shall be to:

1. Recruit non-music education majors to the Chapter;
2. Provide input for events and activities for the Chapter;
3. Coordinate Ushering responsibilities within the music program; and
4. Assume responsibilities as determined by the Faculty Advisor.

# Article X - Election of Officers

## Section 1

Election of officers shall be held in December of the current year for the following school year. Elected officers shall observe current officers for the duration of the Spring Semester.

## Section 2

Nominations may be accepted from the floor of the meeting.

## Section 3

Any registered, active member of this Chapter is qualified to vote in the Chapter's officer election.

## Section 4

A candidate must receive a majority of the votes cast for that office to be elected.

# Article XI - Committees

## Section 1

There shall be a standing committee for programs and activities. This committee is appointed by the President, with the approval of the Executive Council.

## Section 2

The President shall have the power to appoint special committees with the approval of the Executive Council

# Article XII - Meetings

## Section 1

Chapter meetings and Executive Council meetings will take place once a week - time, and location to be determined by the Executive Council.

## Section 2

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

## Section 3

Officer meetings will follow traditional parliamentary procedure as structured in the handbook.



# Article XIII - Professional Activities

## Section 1

South Carolina Music Educators Association Annual Professional Development Conference

In the first quarter of the calendar year, South Carolina hosts the South Carolina Music Educators Association (SCMEA) Annual Professional Development Conference in Columbia, SC. All Chapter Officers are required to attend, and Music Education majors are highly encouraged to attend. This event is optional for any other member of the Chapter.

There will be an annual meeting for all Chapter members to be held at the SCMEA Annual Professional Development Conference. At this meeting, Officers will present their goals for the year, promote networking among NAFME-Collegiate members and vote on any constitution amendments, and discuss Chapter events and activities as collected by the Representatives.

Scholarships to attend the conference will be provided to students based upon prior year's membership and assigned by the Limestone University Faculty Advisor, via the Chapter funds available for the event.

# Article XIV - Amendments

## Section 1

This Constitution may be amended by a unanimous vote of the Executive Council.

## Section 2

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

