

# NEW JERSEY ASSOCIATION FOR JAZZ EDUCATION

## Constitution and By-Laws

### CONSTITUTION

#### ARTICLE I - Name

- Section 1. This organization shall be known as the New Jersey Association for Jazz Education, an Associated Organization of the New Jersey Music Educators Association.

#### ARTICLE II - Purpose

- Section 1. To foster and promote the understanding and appreciation of jazz and its artistic performance.
- Section 2. To lend assistance and guidance in the organization and development of jazz music curriculum in schools and colleges, to include courses of study at all levels of instruction, jazz bands, vocal jazz ensembles and ensembles of all various sizes.
- Section 3. To foster the application of jazz principles to music materials and methods of all levels.
- Section 4. To foster and encourage the development and adoption of curricula which will explore contemporary composition, arranging and improvisation.
- Section 5. To disseminate educational and professional news of interest to music educators.
- Section 6. To organize state jazz festivals and to assist in the organization of jazz clinics and symposia throughout the state.
- Section 7. To cooperate with all organizations dedicated to the development of musical culture in the state of New Jersey.

#### ARTICLE III - Membership

- Section 1. Active membership shall be open to all present members of the Music Educators National Conference, the New Jersey State Music Educators Association and any individual working or residing in New Jersey who will support the purpose of the organization as stated in Article II. Membership classifications are posted on the NJAJE website.

Section 2. Student membership shall be open to all students attending any school in New Jersey or any New Jersey resident attending a school outside of New Jersey. Student membership shall provide the privileges of participation in all activities of the association with the exception of voting and holding office and participation in performing ensembles.

Section 3. Honorary membership may be conferred by unanimous vote of the Executive Committee. Such membership shall be for individuals in recognition of distinguished service to jazz in music education. Honorary membership shall carry with it all the privileges of active membership except the right to hold office and vote.

Section 4. Associate/Patron sponsorship shall be open to any person, company, firm or institution. In case of a company or firm, one person will be designated as a representative. This sponsorship will have the same privileges offered Active Membership excluding the right to hold office or vote.

#### ARTICLE IV - Dues

Section 1. Annual dues for active membership shall be designated by the Board of Directors of NJAJE.

Section 2. Annual dues for student membership shall be designated by the Board of Directors of NJAJE.

Section 3. Annual dues for associate and patron sponsorships shall be designated by the Board of Directors of NJAJE.

#### ARTICLE V - Executive Committee and Board of Directors

Section 1. The elected officers of this association shall be President, Vice President, President-Elect, Secretary and Treasurer.

Section 2. The President-Elect, Vice President, Secretary and Treasurer shall be elected by vote of the membership, and said officers shall hold office for two years. In the event of a vacancy in any office other than that of President, the President with the majority consent of the Executive Committee shall appoint an active member in good standing to finish the unexpired term of the last incumbent. Should the office of President become vacant, the President-Elect shall become acting President to fill the unexpired term. This interim service shall not affect his subsequent tenure as President for the two-year term. The President shall not be eligible for two consecutive terms. The President shall automatically become a member of the Executive Committee for the next two-year period. The President-Elect automatically succeeds into the office of President. All officers shall begin their term of office July 1, in the year of the election.

Section 3. The Executive committee shall consist of the elected officers. They will suggest activities and policy to the Board of Directors.

Section 4. The Board of Directors shall consist of the 6 Executive Committee Members and 1 member from each Region. One member will be appointed from each Region by the President. Therefore, the Board of Directors will consist of the President, the Executive Committee, a member from each Region, designated as Region President for NJAJE and other committee chairpersons as appointed by the President and will have voting privileges only as part of the Board of Directors.

#### ARTICLE VI - Meetings

Section 1. There will be at least one Annual Meeting of the general membership. The Board of Directors will announce the time and place of this meeting at least one month in advance.

Section 2. Executive Committee Meetings will be held at the discretion of the President during the school year at times and places which seem to be in the best interest of NJAJE.

Section 3. The Board of Directors will meet three (3) times a year. A quorum of not less than forty percent of the Board shall be required for the transaction of business.

#### ARTICLE VII - Private Property

Section 1. The private property of individual members of this association shall not be liable for association debts.

#### ARTICLE VIII - Amendments

Section 1. The articles, with the exception of Article VII, may be amended by a two-thirds (2/3) vote of the active membership. All revisions must be in writing and mailed or sent electronically to the active membership at least 14 days before the next General Membership meeting. All ballots must be returned to the President before that meeting.

#### ARTICLE IX - By-Laws

Section 1. By-Laws may be made or revised in accordance with Article VIII.

## **BY-LAWS**

### **ARTICLE I - Rules of Order**

- Section 1.** The rules contained in ROBERTS RULES OF ORDER shall govern the meetings in all cases in which they are applicable and in which they are not inconsistent with the By-Laws or the special rules of this association.
- Section 2.** The order of business for meetings shall be:
1. Reading of minutes of the previous meeting (and their approval).
  2. Treasurer's Report
  3. Reports of Officers and Committee Chairpersons.
  4. Unfinished business.
  5. New Business.
- Section 3.** The agenda for the meetings will be prepared by the President.

### **ARTICLE II - Expenditures**

- Section 1.** All expenditures, above \$50.00, necessary to the administration of the activities of the association shall be made with the consent of the President. A financial statement shall be presented at each Board meeting.
- Section 2.** The Treasurer's report shall be available to any active member in good standing upon written request.
- Section 3.** Members responsible for the collection of moneys from any and all activities involving NJAJE funds shall be responsible for an accounting on proper forms, within thirty days of the completion of the activity, to the NJAJE Treasurer for all moneys collected and expended. All such accountings with the accompanying remittance shall be immediately acknowledged and receipted by the Treasurer.

### **ARTICLE III - Voting**

- Section 1.** Any active member, as defined in Article II of the Constitution may vote in State Elections or Constitutional changes for which a vote of the membership is required.

### **ARTICLE IV - Duties of Officers**

- Section 1.** **President** - The President shall preside at all meetings of the NJAJE Executive Committee and the Board of Directors. The President shall exercise the usual functions pertaining to the office. The President shall be an ex-officio member of all committees and shall appoint all

committees and their chairpersons. Upon completion of the term, the outgoing President shall assume the office of Past-President and shall remain on the Board of Directors for the next two years.

- Section 2. Vice President - The Vice President shall have such duties as may be assigned by the President.
- Section 3. President-Elect - The President-Elect shall assume the duties of the President in case of the disability or absence of the President. He may assume other duties as assigned by the President
- Section 4. Secretary - The Secretary shall be the Secretary to the Executive Committee and the board of Directors. That person shall keep the minutes of all meetings of NJAJE, the Executive Committee, and the Board of Directors. The President and the Secretary shall have custody of all the official papers other than the Treasurer's records, and shall keep a special book containing the official Constitution and By-Laws. When an amendment is made the Secretary shall immediately enter such changes in the official copy of the Constitution and By-Laws. The Secretary shall publicly post the approved minutes of the Board of Directors meetings. The Secretary shall conduct the general correspondence of NJAJE and shall notify members of their election to office.
- Section 5. Treasurer - The Treasurer shall collect and have custody of all funds of NJAJE and shall keep an account thereof. The Treasurer shall pay bills as authorized by the proper Official and shall render a report at each meeting of the Board of Directors, and further render a complete statement covering receipts and expenditures from funds of NJAJE at an annual meeting.
- Section 6. Past President – The Past President shall have such duties as may be assigned by the President. In the event that the office of the President is vacated and there is no President-Elect, the Past President shall assume the office until a Board of Directors meeting can be held to elect a new President.
- Section 7. Region Representatives - Each of the appointed Board Members other than the Executive committee will serve as the President's representatives in each Region. They will assist in the activities of their region, and bring reports of all regional activities to the Board of Directors. They will serve all areas of jazz education in their region and act as the official line of communication between the state and the region affiliated activities.
- Section 8. Board of Directors - The business of NJAJE and its government shall be conducted, subject to the Constitution and By-Laws, by the Board of Directors.

## ARTICLE V - Election of Officers

- Section 1. The election of officers shall be by mail or electronic ballot of the active membership. Ballots will be provided not later than May 1 (of alternate years since the term of office is for two years), and are to be returned for tabulation by June 1. Ballots are to be counted under the supervision of the Chairperson\_of the Nominating Committee.
- Section 2. The Nominating Committee shall consist of the President-Elect and 3 (three) members appointed by the President. The Nominating Committee shall submit one candidate for each office. The Nominating Committee shall have secured the consent of each nominee to serve if elected.
- Section 3 Active members in good standing shall be privileged to mail suggestions for candidates who are likewise in good standing to the Chairperson of the Nominating Committee.
- Section 4. Members desiring to serve as officers may conduct a write in campaign. Current membership list may be provided by the membership chairperson.
- Section 5. Plurality - A simple plurality of the votes cast shall constitute an election.

## ARTICLE VI - Committees

- Section 1. Various committees as needed may be appointed by the Executive Committee.