

**South Carolina Music Educators Association
Higher Education Division
BYLAWS**

ARTICLE I—NAME AND AFFILIATION

Section 1. The name of this organization shall be the Higher Education Division of the South Carolina Music Educators Association, hereafter called the "SCMEA Higher Education Division" or "Higher Education Division."

Section 2. Affiliation. The Higher Education Division is a non-profit organization that shall function daily as the college and university educational unit of the South Carolina Music Educators Association (SCMEA), and shall operate under these bylaws and the provisions of the SCMEA Constitution.

ARTICLE II—OBJECTIVE

The purpose of the SCMEA Higher Division shall be to improve the quality of music teacher education which can include music teaching, research, scholarship, and performance in public and private two-year, four-year, and graduate institutions of higher education in South Carolina. To fulfill this purpose, the Higher Education Division will:

Section 1. Organize regular meetings to provide a forum for the discussion and advancement of music teacher education and music programs in post-secondary institutions in South Carolina.

Section 2. Provide learning opportunities for post-secondary music faculty at the SCMEA State Professional Development Conference and through regional seminars, meetings and other activities.

ARTICLE III-MEMBERSHIP

To qualify for membership in the Higher Education Division, one must first be a current Active music faculty in a post-secondary institution in South Carolina, and a member in good standing of NAFME and SCMEA.

A. Active members in good standing are eligible to attend and vote in business meetings, sponsor their own students in Higher Education Division events, and hold any office or position in the Higher Education Division.

B. Other future or past educators interested in the Higher Education Division who are members of NAFME and SCMEA may attend meetings and register for the professional development conference, but are not eligible to vote, hold office, or sponsor students in Higher Education Division activities.

ARTICLE IV - OFFICERS

The term of office for all elected officers shall be a period of two (2) years.

Section 1. Officers of the SCMEA shall be president, immediate past-president, hereinafter referred to as the "past president" and president-elect.

Section 2. The Executive Committee is made up of the President, President Elect, and Past President.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The Executive Committee shall have general power of administration of the affairs of the Higher Education Division except as contrary to the Bylaws.

Section 2. President. The Higher Education Division President shall serve on the SCMEA Board of Directors, preside at all Higher Education Division meetings, inform the membership of the Higher Education Division of new developments and plans discussed by the SCMEA Board, and perform other duties customary to the Office of President, or as directed by the SCMEA Board of Directors. The President will also be an ex-officio non-voting member of all committees.

Section 3. President Elect. The President-Elect will assist the President as needed and will act as secretary during Higher Education Division meetings. These minutes will be submitted to the executive committee for proof-reading prior to dissemination to the entire board. The president-elect shall have the privilege of acting as non-voting member of any committee appointed by the president. Upon completion of his or her term of office, the President-Elect shall become Higher Education Division President. The President-elect shall assume all the duties of the President in the absence of that officer.

Section 4. Past President. The outgoing president will assume the ex-officio position as Past President and serve as a consultant as needed to the President.

ARTICLE VI - ELECTION OF OFFICERS

Section 1. The term of election for all officers is two years.

Section 2. The President-Elect shall be elected by majority vote in odd-numbered years at the annual SCMEA Conference. Upon the election of a new President-Elect, the former President-Elect shall assume the office of President and the former President shall assume the office of Past President.

Section 3. Vacancies. Vacancies in all elective offices shall be filled upon recommendation of the remaining officers of The Higher Education Division until an election for the unexpired term is held at the next regularly scheduled general meeting.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees. Members of Standing Committees shall be appointed by the President with concurrence of the President-Elect and Past President. Formations of additional committees will be based on current need and are at the discretion of the Higher Division Board.

Section 2. Standing committees are:

- a. Executive Committee
- b. Teacher Education Committee
- c. Future Music Educators Symposium Committee
- d. Research Committee

Section 3. *Ad Hoc* Committees. *Ad hoc* committees may be established, appointed, or dissolved by the President in concurrence with the President-Elect and Past President.

ARTICLE VIII - MEETINGS

Section 1. The SCMEA Higher Education Division shall meet annually at the SCMEA Professional Development Conference. Additional meetings may be called as needed with a minimum 30 days notification.

Section 2. The Executive Committee shall meet upon the call of the president and must meet prior to the regularly scheduled meeting at the SCMEA Professional Development Conference. A quorum (2/3) of this committee shall be required for the transaction of business.

ARTICLE IX - FINANCES

Section 1. The SCMEA Higher Education Division's finances are provided by the SCMEA.

Section 2. Funds are typically provided for expenses directly associated with meetings/sessions/workshops at the SCMEA Professional Development Conference.

ARTICLE X - LIMITATIONS OF RESPONSIBILITIES OF THE OFFICERS.

In accordance with the Constitution and Bylaws of SCMEA, it is expressly understood that neither the Executive Committee, nor any member thereof, nor any member of the Higher Education Division shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits or litigations which may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes and activities prescribed or authorized by the Constitution and Bylaws of the SCMEA.

Article XI - AMMENDMENTS

Section 1. Amendments to this document may be proposed by a member of the Executive Committee or by any group of five members of the Higher Education Division.

Section 2. An amendment to the Bylaws must be approved by the Executive Committee, then ratified by the majority of the voting members of the Higher Education Division.

Section 3. Proposed amendments to the Higher Education Division Bylaws must be submitted via mail or e-mail to the entire membership of the Higher Education Division at least thirty (30) days prior to a scheduled meeting.

Section 4. Voting on amendments shall be by mail/email ballot, giving each active member in good standing an opportunity to cast a ballot. The president shall appoint a Ballot Committee to serve with the president-elect to tabulate the votes on amendments.

Article XII - PARLIAMENTARY AUTHORITY

The parliamentary principles set forth in *Robert's Rules of Order, Newly Revised*, shall govern in all cases not covered by the Higher Education Division Bylaws.

ARTICLE XIII - SUSPENSION OF THE CONSTITUTION AND BYLAWS

In the event of unforeseen circumstances that would prevent the effective functioning of the Higher Education Division, these Bylaws may be temporarily set aside, providing that such action is:

1. Recommended by the Executive Committee
2. Announced by mail/email to the general membership at least 30 days prior to the time that the Bylaws are to be set aside, which mailing shall include a ballot, and
3. Approved by a simple majority of the membership voting on the proposal.

ARTICLE XIV - DISSOLUTION

The Higher Education Division shall not be dissolved without the written consent of nine-tenths of its members in good standing; and when such dissolution occurs, all assets of the Division will be distributed as set forth in the SCMEA Constitution and Bylaws in accordance with the provisions of the Internal Revenue Code. No members or groups of members shall benefit therefrom.

ARTICLE XV –REGARDING TAX EXEMPT STATUS

SCMEA is organized exclusively for charitable, religious, educational or scientific purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. As a

division of SCMEA, the Higher Education Division shall adhere to SCMEA's policies regarding its tax exempt status.