

WYOMING JAZZ EDUCATOR CONSTITUTION AND BY- LAWS
For approval August 6, 2011

Article I - Name

This organization shall be known as the Wyoming Jazz Educators.

Article II - Purposes

1. To foster and promote the understanding and appreciation of jazz and popular music, and its' artistic performance.
2. To lend assistance and guidance in the organization and development of jazz and popular music curricula in schools and colleges to include courses of study at all levels of instruction.
3. To foster the application of jazz principles to music materials and methods at all levels.
4. To foster and encourage the development and adoption of curricula which will explore contemporary composition, arranging and improvisation.
5. To disseminate educational and professional news of interest to music educators.
6. To assist in the organization of clinics, festivals, and symposiums at local, state, and regional levels
7. To cooperate with all organizations dedicated to the development of musical culture in America.

Article III – Membership

Section 1.

Active membership shall be open to any person who will give active support to the purpose of this organization as outlined in Article II. Active membership shall provide the privileges of participation in all activities of the association including the right to vote and hold office.

Section 2.

Student membership shall be open to anyone who is currently enrolled in a private or public school, junior college, college or university. Student membership shall provide the privileges of participation in all activities of the association with the exception of voting and holding office.

Section 3.

Honorary membership may be conferred by unanimous vote of the Executive Board. Such membership shall be for individuals who offer and perform distinguished service to jazz in music education. Honorary membership shall carry with it all the privileges of active membership except the right to vote and hold office at the state level.

Section 4.

Patron membership shall be open to any person, company, or firm. In the case of a company or firm, one person would be designated as the WJE member representing the firm or company. In addition Patron members may receive other benefits as specified by the Executive Board. Patron members are not entitled to voting privileges nor can they hold office.

Section 5.

Associate membership shall be open to any person, company, firm, or institution. Membership does not include voting rights or the privilege to hold office.

Article IV – Dues

The annual dues for active members shall be levied as prescribed by Wyoming Jazz Educators. Directors must be enrolled as a current WJE member for student participation in All-State Jazz Band and Jazz Choir Auditions.

Article V – Officers and the Executive Board

Section 1.

The elected officers of this association shall be the President, President-Elect, Secretary, and Treasurer, All-State Jazz Band Audition Chair, and the All-State Jazz Vocal Audition Chair.

Section 2.

All of the elected officials named above shall be members in good standing in the WJE.

Section 3.

The President, President-Elect, Secretary, and Treasurer, and the All-State Jazz Audition Chairs shall be elected by vote of the membership, and said officers shall hold office for a term of two years. Terms of these officials shall expire on July 1, in the year of the elections, and their duly elected successors shall automatically take office at this time.

Section 4.

In the event of a vacancy in any elected office other than that of the President, the President, with the majority consent of WJE Executive Board as constituted at the time at which the vacancy occurred, shall appoint an active member in good standing to finish the unexpired term of the last incumbent.

Section 5.

Should the office of the President become vacant, the President-Elect shall become acting President to fill the unexpired term.. He/she shall automatically become a member of the Executive Board for the remainder of the term. The President-Elect will automatically succeed into the office of President.

Section 6.

After the term of the President has expired he/she shall automatically assume the office of Past-President for an addition term of two years, and shall take his/her place as a voting member of the WJE Executive Board.

Section 7.

A Majority of the Executive Board present at annual or called meetings shall be deemed as a quorum of voting members sufficient for the transaction of WJE business.

Section 8.

The activities of WJE shall be determined by agreement or formal vote of a majority of the voting members of the Executive Board, or by agreement or formal vote of the majority of a quorum of voting members sufficient for the transaction of business, as described above.

Section 9.

The Executive Board shall consist of the President, President-Elect, Secretary, Treasurer, the Past-President, and the All-State Jazz Band and Jazz Vocal Chairs.

Article VI – Meetings

The meetings of the WJE shall be held annually and at such time and place as shall be designated by the President with the approval of a majority of the Executive Board. All members shall be notified either by mail, e-mail, or communication through a publication of general circulation at least 30 days in advance of the meeting. Special meetings may also be called by written request from members of the Executive board with the proviso that adequate notice be given.

Article VII – Private Property

The private property of individual members of the WJE shall not be liable for WJE debts.

Article VIII - Amendments

These Articles, with the exception of Article VII, may be amended by a 2/3 vote of those who cast a legal ballot, as long as they remain consistent with the Constitution.

Article IX – By-Laws

The association may make and alter By-Laws consistent with the provisions indicated heretofore and in accordance with the provisions contained in Article VI relative to the meetings.

WYOMING BY-LAWS

Article I – Rules of Order

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 the WJE.

The order of business for meetings shall be:

1. Reading of minutes of the previous meeting (and their approval).
2. Report of Officers and Committee Chairpersons.
3. Unfinished business.
4. New Business.

The meeting agendas will be prepared by the President with the approval of the Executive Board.

Article II – Expenditures

Section 1.

All expenditures necessary to the administration of the activities of the unit shall be made with the consent of the President. A financial statement shall be presented annually to the Executive Board.

Section 2.

The annual Treasurer's report shall be available to any active member in good standing upon written request.

Article III – Balloting at Other than Regular or Special Meetings

When the Executive Board determines that it is necessary to submit matters to the active membership at times other than at general or special meetings, said board shall give notice of such matters by mail or through an association publication of general circulation, and request the return vote or ballot thereon by said members which notice shall be mailed or published at least 15 days before the votes or ballots are to be returned and counted by said board. Members who vote neither, "yes" or "no", on such matters shall be counted as having voted in favor thereof.

Article IV – Duties of Officers

Section 1.

President. The President shall:

1. Preside over meetings.
2. Delegate prescribed duties, including:
 - a. Newsletter/website
 - b. Correspondence

- c. Membership Directory
- d. Fundraising
- 3. Administer elections
- 4. Contribute columns to the newsletter and possibly other regional or national music education publications.
- 5. Act as the liaison with other area educational, arts, news, and professional organizations.
- 6. Keep current records for reference purposes.
- 7. Provide as much assistance as possible during any change of administration.

Section 2.

President – Elect. The President-Elect shall:

- 1. Provide WJE input/leadership on selected committees.
- 2. Arrange to assist (when necessary) in providing professional jazz musician/educator to conduct jazz rehearsal workshops for music education programs.
- 3. Make contributions to the newsletter.
- 4. Be prepared to assume Presidential duties in the absence of the president.
- 5. Provide WJE input/leadership on selected committees
- 6. Promote communications – assist with newsletter and membership.
- 7. Disseminate information to schools for educational programs such as clinics workshops, and camps.
- 8. Make contributions to the newsletter.
- 9. Membership – including the following duties:
 - a. Contact delinquent members.
 - b. Encourage formation of Student Chapters and school groups.

Section 3.

Secretary. The Secretary shall:

- 1. Record minutes at general meetings.
- 2. Provide and distribute minutes for approval at meetings.
- 3. Maintain correspondence with the Executive Board.
- 4. Maintain correspondence with member from other regional organizations.
- 5. Maintain membership list (President and Secretary).
- 6. Liaison with other organizations.
- 7. Oversee the distribution and tabulation of all elections.

Section 4.

Treasurer. The Treasurer shall:

- 1. Maintain checking account in the name of the WJE.
- 2. Collect and distribute funds.
- 3. Prepare financial reports for WJE members.
- 4.

4. Keep membership and financial records.
5. Audit books annually.

Section 5.

All – State Band and Vocal Chairperson shall:

1. Recommend to the Executive Board candidates for All – State Jazz Band and Jazz Choir directorship.
2. Coordinate and assist (as needed) in administering, with the assistance of the Executive Board, the All - State Jazz Band and Jazz Choir rehearsals and performance to include:
 - a. Equipment, instruments, microphones etc.
 - b. Music
 - c. Adjudication materials
 - d. Lodging
 - e. Chaperones
 - f. Coordination and assistance to the Directors of All – State Jazz Groups.
 - g. Compile a list of candidates for All-State Jazz Directorship of Jazz Band and Jazz Choir, and submit names with short bios for approval by Executive Board. Chairs will then make their choice of candidates and enter into contractual agreement.
 - h. Oversee and adjudicate the All-State Jazz Band and Jazz Choir Auditions.

Article V – Amendments

The Articles may be amended by a 2/3 vote of those who cast a legal ballot. Notice of proposed change in the Constitution shall be given as prescribed in these Articles.