



MISSOURI ASSOCIATION FOR JAZZ EDUCATION CONSTITUTION AND BY-LAWS

(Revision, 2018)

ARTICLE I – NAME

This organization shall be known as the Missouri Association for Jazz Education.

ARTICLE II – PURPOSES

1. To foster and promote the understanding and appreciation of jazz and its artistic performance.
2. To lend assistance and guidance in the organization and development of jazz curricula and ensembles in Missouri schools, colleges, and universities.
3. To involve and guide general music and general education courses in actual creative experiences in both understanding and playing jazz.
4. To foster the application of jazz principles to music materials and methods at all levels.
5. To foster and encourage the development and adoption of curricula which will explore contemporary composition, arranging, and improvisation.
6. To disseminate educational and professional news of interest to Missouri music educators.
7. To organize and assist in the organization of clinics, festivals, and symposia in jazz at local, regional, and state levels.
8. To cooperate with all organizations dedicated to the development of musical culture in Missouri and 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 Missouri Association for Jazz Education, including the right to vote and hold office.
- Section 2 STUDENT membership shall be open to anyone who is currently enrolled in a public or private school, junior or community college, college or university. Student membership shall provide the privileges of participation in all activities of the Missouri Association for Jazz Education with the exception of voting and holding office.
- Section 3 HONORARY membership. An official recommendation signed by the President, for honorary membership in MOAJE, may be approved by unanimous vote of the Executive Board. Such membership shall be for individuals who offer and perform distinguished service to jazz in Missouri music education. Honorary membership shall carry with it all the privileges of active membership except the right to vote and hold office. Recipients of the Outstanding Jazz Educator Award shall be automatically awarded a lifetime honorary membership.
- Section 4 PATRON membership shall be open to any person, company, or institution. One person shall be designated by the company or institution to serve as the member of MOAJE representing the company or institution. Patron members are not entitled to vote or hold office.

ARTICLE IV – DUES

ACTIVE MEMBERSHIP:	The annual dues for active membership shall be prescribed by MOAJE.
STUDENT MEMBERSHIP:	The annual dues for student members shall be prescribed by MOAJE.
HONORARY MEMBERSHIP:	There shall be no dues for honorary members.
PATRON MEMBERSHIP:	The annual dues for patron members shall be prescribed by MOAJE.

ARTICLE V – OFFICERS AND THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, President-Elect/All-State Coordinator, Vice-President, Secretary, Treasurer, and Past-President. The activities of the association shall be determined by the Executive Board.

The elected officers of this association shall be Vice-President and Secretary. The Vice-President, President-Elect/All-State Coordinator, President, and Past President shall each serve a two-year term. Terms of these officials shall expire at midnight June 30th of the alternate years in which new officials are to take office, and their duly-elected successors shall automatically take office at this time. The Vice-President shall be elected by vote of the membership and upon completion of their term, shall succeed the President-Elect/All-State Coordinator. The President-Elect/All-State Coordinator, upon completion of their term, shall succeed the President. The President, upon completion of their term, shall succeed the Past-President. The Secretary and Treasurer positions shall not have term limits but may be removed from office by a majority vote of the executive board if necessary.

The office of the Treasurer shall be an appointed position, filled by the President with majority consent of MOAJE Executive Board members. Other appointed officers shall be such other individuals as may be provided for in the bylaws of this organization.

Section 2. All of the elected officials named above shall be members in good standing of the Missouri Association for Jazz Education.

Section 3. In the event of a vacancy in any elected office other than that of the President, the President, with the majority consent of MOAJE 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 4. 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 next two-year period.

Section 5. The President shall not be eligible for a second consecutive term. Upon expiration of one fully served term as President, he/she shall automatically assume the office of Past-President for an additional term of two years and shall take his/her place as a full voting member of MOAJE Executive Board. A Past-President will become eligible to hold the office of Vice-President after a two-year term as Past-President.

Section 6. A Majority of the full Executive Board present at annual or called meetings shall be deemed as a quorum of voting members sufficient for the transaction of MOAJE business.

- Section 7. The activities of MOAJE 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.

ARTICLE VI - MEETINGS

- Section 1. General meetings of MOAJE shall be held annually, concurrent with the annual Missouri Music Educators Association Convention.
- Section 2. Other meetings of MOAJE shall be held at such time and place designated by the President with the consent of the Executive Board of MOAJE. All members of MOAJE shall be notified by mail/email at least 30 days before the meeting. Special meetings may also be called by any member upon consent of the Executive Board and subject to the notification of members described above.

ARTICLE VII – PRIVATE PROPERTY

The private property of individual members of the Missouri Association for Jazz Education shall not be liable for Missouri Association for Jazz Education debts.

ARTICLE VIII – AMENDMENTS

These Articles, with the exception of Article VII, may be amended by a two-thirds vote of those members who cast a legal ballot. Notice of a proposed change in the Constitution shall be given in these Articles, or by the bylaws, or as required by statute.

BY-LAWS

ARTICLE I – RULES OF ORDER

The rules contained in “Robert’s Rules of Order” shall govern the meetings in all cases in which they are applicable and in which they are not consistent with the By-Laws or the special rules of this association.

The order of business meetings shall be:

1. Reading of the minutes of the previous meeting (and their approval).
2. Report of officers and committee chairmen.
3. Unfinished business
4. New business

The agenda for the meetings 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 MOAJE 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/email 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 fifteen days before the votes or ballots are to be returned and counted by the said board. Members who vote neither “yes” nor “no” on such matters shall be counted as having voted in favor thereof.

ARTICLE IV – ELECTION OF OFFICERS

- Section 1. To begin the election procedure, a nomination committee shall be formed. Current officers running for office may not be on the committee. Since the current President, President-Elect/All-State Coordinator, and Past-President are in the process of completing an eight-year term, and as a result will not be included on the ballot, it is recommended each participate as members of the nominating committee. Further, it is highly recommended to solicit input and/or participation from the membership. The current President should function as the chairperson.
- Section 2. The election of officers shall be by mail or email/electronic ballot of the active membership. Ballots will be provided no 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 Chairman of the Nominating Committee. Results will be announced immediately, and the new officers will begin their terms of office July 1 for a two-year term.

ARTICLE V – 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 and make all of these available to any new administration.
7. Provide as much help as possible during any change of administration.
8. Chair a committee and/or choose a clinician for the Missouri All-State Jazz Ensemble

Section 2. President-Elect/All-State Coordinator. The President-Elect/All-State Coordinator shall:

1. Be prepared to assume Presidential duties in the absence of the president.
2. Recommend to the Executive Board candidates for All-State Jazz Band Directorship.
3. Appoint District Coordinators with the approval of District Presidents.
4. Coordinate and administer, with the assistance of the Executive Board, the All-State Jazz Band rehearsals and performance to include:

- a. Equipment and instruments
- b. Music
- c. Adjudication materials
- d. Lodging
- e. Chaperones

Section 3. Vice-President. The Vice President shall:

- 1. Shadow the President-Elect/All-State Coordinator and assist whenever possible, preparing for succession of that role at the end of term.
- 2. Provide MOAJE input/leadership on selected committees i.e., All-State Jazz Ensemble.
- 3. Promote communications – assist with newsletter and membership.
- 4. Disseminate information to schools for educational programs such as clinics, workshops, and camps.
- 5. Make regular contributions to the newsletter.
- 6. Membership – including the following duties:
 - a. Contact delinquent members.
 - b. Solicit Patron members.
 - c. Encourage formation of Student Chapters and school groups.

Section 4. Secretary. The Secretary shall:

- 1. Oversee the publication and distribution of the MOAJE newsletter.
- 2. Record minutes at general meetings.
- 3. Maintain correspondence with the Executive Board.
- 4. Maintain correspondence with members from other regional organizations.
- 5. Liaison with other organizations.
- 6. Oversee the distribution and tabulation of all elections.

Section 5. Treasurer. The Treasurer shall:

1. Maintain checking account in the name of the MOAJE.
2. Collect and distribute funds.
3. Prepare financial reports for MOAJE members.
4. Keep membership and financial records, including a list of all current members with pertinent contact information.
5. Audit books annually.

Section 6. Past-President. The Past-President shall:

1. Assist the President with the change of administration.
2. Provide MOAJE input/leadership on selected committees.
3. Work closely with the President in seeking out new corporate avenues of funding support.
4. Contribute columns to the newsletter and possibly other regional or national music education publications.
5. Organize and administer the Missouri All-Collegiate Jazz Band for performance at the MMEA Conference every four years (2018, 2022, 2026, etc...)

ARTICLE VI – AMENDMENTS

These Articles may be amended by a two-thirds vote of those who cast a legal ballot. Notice of proposed change in the Constitution shall be given as prescribed in these Articles.