

**By-Laws of the West Tennessee General Music Education Association**  
*Updated and approved June 29, 2020*

**Article I – Affiliation**

The West Tennessee General Music Education Association is a regional affiliation of Tennessee Music Education Association (TMEA) and the National Association for Music Education (NAfME).

**Article II – Mission**

The mission of the West Tennessee General Music Education Association is to promote the advancement of high quality music education for all.

**Article III – Membership**

The membership of the West Tennessee General Music Education Association shall include teachers of general music in West Tennessee.

1. Dues for professional membership in WTGMEA) (\$25) are paid on an annual basis and dues must be renewed with TnMEA/NAfME (\$135) by the expiration date.
2. Festival Chorus can be attended at an additional cost of \$75 school participation fee.

**Article IV – Organization**

The organization of the Elementary/General Division shall include:

Section 1. The Executive Committee made up of West Tennessee General Music Education Association officers: Past President, President, President Elect, Treasurer, Festival Co-Chairs, Secretary, and Webmaster.

**Article V – Election and Tenure of Officers**

The Executive Committee will be voted on at the Festival Chorus each February. President Elect will move to President, President will move to Past-President, and a new President-Elect will be voted on. One Co-chair will remain and the other will finish their term, so a new co-chair will be elected. Secretary, Treasurer, and Webmaster will be voted on each February.

The President Elect shall automatically become President.

Festival Co-Chairs – The newest co-chair will remain in this position, and another co-chair will be nominated and voted on at the annual meeting.

In the event of a vacancy in the office of President, the President Elect will assume the Presidency.

The Executive Committee may fill vacancies in any other office until the next election.

*All resignations must be submitted to the President in writing.*

**Article VI – Duties of the Officers/Functions of the Organization**

President shall:

1. Lead all meetings.
2. Speak at the Festival Chorus, welcoming all those who attend.

3. Promote and develop membership.
4. Attend TMEA state meetings and conference.
5. Organize two workshops each year, one spring and one fall.

President Elect shall:

1. Fulfill duties of the President when the President is unable.
2. Assist the Festival Co-Chair when needed.
3. Maintain and provide current membership list for the President.
4. Assist the President in responding to all requests for information and assistance.
5. At the discretion of the President, accompany the President in a non-voting capacity at TMEA state meetings.

Festival Co-Chairs shall:

1. Organize, distribute information, and execute the annual Elementary Music Festival.
2. Secure Festival clinician in conjunction with President.
3. Create and print programs for the Festival Chorus.
4. Maintain contact with the President regarding the annual Elementary Music Festival.
5. Distribute rehearsal tracks to participating schools.

Treasurer shall:

1. Accept monies for workshops, festivals, and fundraisers. These must be deposited in the WTGMEA bank account in a timely manner, within 2 weeks.
2. Supervise workshop registration.
3. Pay Division bills in a timely manner, before balances are due.
4. Record and disperse appropriately all monies.
5. Transmit all records to the incoming Treasurer at the end of his/her tenure.
6. Provide printed financial reports to the board at each meeting. And monthly bank statements must be reviewed by the President for accuracy.
7. The Treasurer shall be an authorized signee on the WTGMEA bank account with at least 2 other board members. All WTGMEA payment checks require 2 signatures. Deposit checks require 1 signature.

Secretary shall:

1. Maintain minutes at the board meeting in the summer as well as the meeting at Festival Chorus.
2. Ensure minutes are communicated to members not in attendance.

Webmaster shall:

1. Maintain and update the wtgmea.com website.
2. Assist in the promotion of the organization and its ongoing events.

#### Article VII – Meetings

The Executive Committee shall provide for the following:

1. There will be a summer board meeting for the executive committee.
2. There will be a meeting held for all teachers and officers at the Festival Chorus.
3. On the even years with an out-of-town clinician, WTGMEA and MCAOSA will provide an open Orff workshop to members.

#### Article VIII – Festival Chorus

Any fourth through sixth grade general music teacher in the West Tennessee area is eligible to participate in the WTGMEA Festival Chorus.

1. Each participating teacher is allowed to bring a maximum of ten students from their school to participate. These students must be treble unchanged voices.
  - a. In the event of a school with over 800 students with two music teachers, that school will be allowed to bring 12 students as long as both music teachers are NAFME/TnMEA and WTGMEA members
2. Cost
  - a. School Participation Fee: \$75
3. Dues
  - a. WTGMEA dues: \$25
  - b. TMEA dues: \$135

#### Article IX – TnMEA Conference

The organization will pay the conference fee for the president to attend. In the event that the president cannot attend, the President-Elect will.