



Missouri Unit
of the
INTERNATIONAL ASSOCIATION FOR JAZZ EDUCATION
CONSTITUTION AND BY-LAWS
(Revised, September 2006)

ARTICLE I – NAME

This organization shall be known as the Missouri Unit of the International 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. To cooperate with the International Association for Jazz Education and other state units of the parent organization in the same or similar activities at national-regional or national 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 International Association for Jazz Education and of the Missouri Unit of the International 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 International Association for Jazz Education and of the Missouri Unit of the International Association for Jazz Education with the exception of voting and holding office.
- Section 3 HONORARY membership. An official recommendation, signed by the President of the Missouri Unit, for honorary membership in the International Association for Jazz Education, may be approved and forwarded to the Executive Board of the International Association for Jazz Education (for its action) by unanimous vote of the Executive Board of the Missouri Unit. Such membership shall be for individuals who offer and perform distinguished service to jazz in Missouri music education. If approved and granted by the IAJE Executive Board, honorary membership shall carry with it all the privileges of active membership except the right to vote and hold office.
- 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 IAJE representing the company or institution. Patron members are not entitled to vote or hold office.
- Section 5 ASSOCIATE membership shall be open to any person, company, or institution. Members will receive all publications of IAJE and have permanent listing in the IAJE magazine. Associate members are not entitled to vote or hold office.

ARTICLE IV – DUES

- ACTIVE MEMBERSHIP:** The annual dues for active membership shall be prescribed by the International Office. Rebates will be returned to the Missouri Unit as prescribed by the International Office.
- STUDENT MEMBERSHIP:** The annual dues for student members shall be prescribed by the International Office. Rebates will be returned to the Missouri Unit as prescribed by the International Office.
- HONORARY MEMBERSHIP:** There shall be no dues for honorary members.
- PATRON MEMBERSHIP:** The annual dues for patron members shall be as prescribed by the International Office.
- ASSOCIATE MEMBERSHIP:** The annual dues for associate membership shall be prescribed by the International Office. Rebates will be returned to the Missouri Unit as prescribed by the International Office.

ARTICLE V – OFFICERS AND THE EXECUTIVE BOARD

Section 1. The elected officers of this association shall be President, President-Elect, Vice-President, Secretary, and Treasurer. (Executive Treasurer would be an appointed position by vote of three out of four of the existing, i.e. president, president-elect, past-president, vice president, and secretary). The appointed officers shall be such other individuals as may be provided for in the By-Laws of this organization.

The Executive Council shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, All-State Chairman, and Past-President. The activities of the association shall be determined by the Executive Council.

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

Section 3. The President, President-Elect, Vice-President, and Secretary 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 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.

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 the Missouri Unit 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 next two-year period. The President-Elect automatically succeeds into the office of President.

Section 6. 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 the Missouri Unit Executive Board. A Past-President will become eligible to hold the office of President after a two-year term as Past-President.

Section 7. 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 Missouri Unit business.

Section 8. The activities of the Missouri Unit 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 the Missouri Unit shall be held twice annually in the months of January and December. The January date shall be concurrent with the annual Missouri Music Educators Association Convention; the December date shall be concurrent with the annual meeting of the Missouri Bandmasters Association.
- Section 2. Other meetings of the Missouri Unit shall be held at such time and place designated by the President with the consent of the Executive Board of the Missouri Unit. All members of the Missouri Unit shall be notified by mail at least 30 days before the meeting. Special meetings may also be called by any member of the Missouri Unit upon consent of the Missouri Unit Executive Board and subject to the notification of members described above.

ARTICLE VII – PRIVATE PROPERTY

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

ARTICLE VIII – AMMENDMENTS

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

MISSOURI 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 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 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 and Past-President are in the process of completing a six-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 unit membership. The current President should function as the chairperson.
- Section 2. The election of officers shall be by mail 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 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 STATE OFFICERS

Section 1. President. The President shall:

1. Preside over Unit meetings.
2. Delegate prescribed duties, including:
 - a. Newsletter/website
 - b. Correspondence
 - c. Membership Directory
 - d. Fundraising
3. Administer elections.
4. Contribute columns to the unit 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. Attend all IAJE sponsored conventions and workshops.
7. Maintain timely contact with the Regional Coordinator.
8. Keep current records and make all of these available to any new administration.
9. Provide as much help as possible during any change of administration.
10. Chair a committee and/or choose a clinician for the Missouri All-State Jazz Ensemble during the second year of the term and the first year of the Past-President year.

Section 2. President-Elect. The President-Elect shall:

1. Provide IAJE input/leadership on selected committees, i.e. All-State Jazz Ensemble, etc.
2. Arrange to get an IAJE representative to do jazz rehearsal workshops for music education programs.
3. Make regular contributions to the newsletter.

Section 3 Vice-President. The Vice President shall:

1. Be prepared to assume Presidential duties in the absence of the president.
2. Provide IAJE 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. Check monthly rebate forms.
 - b. Contact delinquent members.
 - c. Solicit Associate, Patron, and Super Patron members.
 - d. Encourage formation of Student Chapters and school groups.

Section 4. Secretary. The Secretary shall:

1. Oversee the publication and distribution of the Unit newsletter and website.
2. Record minutes at general meetings.
3. Maintain correspondence with the Executive Board.
4. Maintain correspondence with members 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 5. Treasurer. The Treasurer shall:

1. Maintain checking account in the name of the Unit.
2. Collect and distribute funds.
3. Prepare financial reports for Unit members.
4. Keep Unit membership and financial records.
5. Audit books annually.

Section 6. All-State Chairman. The All State Chairman shall:

1. Recommend to the Executive Board candidates for All-State Jazz Band Directorship.
2. Appoint District Coordinators with the approval of District Presidents.
3. Attend the MMEA Board State Convention Planning Meeting.
4. Coordinate and administer, with the assistance of the Missouri Unit 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 7. Past-President. The Past-President shall:

1. Assist the President with the change of administration.
2. Provide IAJE input/leadership on selected committees.
3. Work closely with the President in seeking out new corporate avenues of funding support for the Unit.
4. Contribute columns to the Unit 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 (2006, 2010, 2014, etc...)

ARTICLE VI – AMMENDMENTS

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.