



Pinellas County Music Educators Association Bylaws

Revised October 2021

Meghan Alfaro, President of PCMEA
Ajori Spencer, PreK-12 Performing Arts Content Specialist

Table of Contents

Article I Name.....	3
Article II Purpose	3
Article III Membership.....	4
Article IV Officers	5
Article V Meetings	8
Article VI Committees	9
Article VII Amendments	10

Pinellas County Music Educators Association Bylaws
(as amended October 2021)

ARTICLE I --NAME

Section I This not-for-profit organization shall be known as the “Pinellas County Music Educators Association”. This organization may be referred to in this document as “PCMEA”.

ARTICLE II--PURPOSE

Section I The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its member, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 510(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under 170(c)(23) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section II The specific goals of the organization shall be:

- A. To stimulate professional development.
- B. To provide opportunity for group study and discussion of challenges which confront the music educators of Pinellas County.
- C. To create deeper understanding and appreciation of the character and importance of music in the public schools.
- D. To bring the music educators of Pinellas County into sympathetic cooperation and to establish and maintain high standards of professional ethics, ideals, and loyalty.
- E. To increase the effectiveness of the teaching of music in the schools of Pinellas County.

- F. To secure cooperation in establishing conditions that foster effectiveness in the teaching of music.
- G. To establish state and national contacts through affiliation with the Florida Music Educators Association and the National Association for Music Education.
- H. To abide by the philosophies and policies as established by the School Board of Pinellas County.
- I. To ensure the continued quality and growth of Pinellas All County Music experiences for both students and teachers.

ARTICLE III-MEMBERSHIP

Section I TYPES OF MEMBERSHIP

- A. Active Membership in the Pinellas County Music Educators Association shall be granted to any teacher of music in the Pinellas County public schools, any music resource teacher in the Pinellas County public schools, any music staff of Pinellas County Schools and any music administrator of Pinellas County Schools upon payment of dues.
- B. Honorary Membership in the Pinellas County Music Educators Association may be granted upon recommendation of the Board.
- C. Associate Membership in the Pinellas County Music Educators Association shall be granted to retired Pinellas County Music Educators.

Section II DUES

- A. The annual dues shall be set by the Board of Directors.
- B. No member shall be eligible to vote unless his/her dues shall have been paid. New members will be entitled to vote when dues are paid.
- C. Dues shall be paid to the Board of Directors. The membership and fiscal year is from July 1 to June 30. Membership rolls will be purged on September 15 each year.

ARTICLE IV-OFFICERS

Section I OFFICERS AND BOARD OF DIRECTORS

- A. The officers of this association shall be a president, president-elect and/or the immediate past president, a secretary, and treasurer OR treasurer-accounts receivable and treasurer-accounts payable. The officers shall be teachers with Active Membership.
- B. Members of the Board of Directors shall be the President, the President-Elect and/or immediate Past President, the Secretary, and Treasurer OR Accounts Receivable Treasurer and Accounts Payable Treasurer, the Pinellas County Schools Music Administrator (ex officio) and Component Representatives.
 1. Component Representatives of the board shall include, but are not limited to High School Vocal Representative, High School Band Representative, Middle School Vocal Representative, Middle School Band, North County Elementary Representative, South County Elementary Representative, Strings Representative, and ESE Component Representative. The component representatives will be teachers with Active Membership.
 2. The Board of Directors may appoint additional Component Representatives as it sees fit.

Section II DUTIES OF OFFICERS AND BOARD

- A. PRESIDENT
 1. Preside at all meetings of the membership and of the Board of Directors.
 2. Appoint the chairmen of all committees and have charge of conducting the business of the association.
 3. Prepare a definite program for each meeting and appoint special committee on vital problems of the association.
 4. Serve as ex-officio member of all committees except the nominating committee.
 5. Enforce and maintain the by-laws and other regulations of the association.
- B. PRESIDENT-ELECT
 1. Attend all meetings of the membership and of the Board of Directors.
 2. Assist the president in carrying on the work of the association.
 3. Assume the duties of the president in case of absence or resignation of the president.
 4. The president-elect automatically accedes to the presidency.

C. PAST PRESIDENT

1. The past president is the immediate past president of the association and assumes the role upon completion of presidency.
2. Serve as advisor to the president
3. Any other duties as may be assigned by the president and the Board of Directors.

D. SECRETARY

1. Keep a record and distribute minutes of all meetings for the association and of the Board of Directors.
2. Prepare and keep on file a correct list of the names and addresses of the Board and other committees.
3. Carry on any necessary correspondence of the president and the Board of Directors.
4. Keep a register of the members, to notify officers, committees and delegates of the appointment, and to furnish committees with all papers.
5. Be chief media contact person when publicity is needed.
6. Send hospitality correspondence as needed.

E. ACCOUNTS RECEIVABLE TREASURER

1. Attend all meetings of the Board of Directors.
2. Make deposits of the Association's incoming receivable funds in a timely manner.
3. Keep a full and accurate account of all receipts given, including specific details about the date/event/purpose.
4. Keep a register of the members and notify inactive members of lapse in dues.
5. Provide documentation necessary for balancing cash drawers at any event where monies are collected and will reconcile all funds collected.
6. Manage all concert ticket sales activities.
7. In the absence of the Accounts Payable Treasurer, present the current Treasurer's report at any meeting of the membership or Board of Directors.
8. Draw up financial procedures for Accounts Receivable including processes for receipts from credit cards, cash and checks for membership dues, ticket sales, donations, merchandise sales and other receipts.

F. ACCOUNTS PAYABLE TREASURER

1. Attend all meetings of the Board of Directors.
2. Keep a record of all expenditures and make payment and disbursements in accordance with the approved budget, as authorized by the Board of Directors Present a financial statement or report at every meeting of the Board of Directors.

3. Present financial records after the close of the fiscal year (June 30) to the auditing committee of not less than two (2) members who are not on the bank signature card. The auditing committee shall be appointed by the Board of Directors. The audit committee, prepares and signs a statement of audit completion The audit report shall be provided to the Board of Directors and entered into the meeting minutes.
4. Transfer all financial records to the new Accounts Payable Treasurer when the term of office is ending, including all username and passwords for electronic record keeping.
5. Prepare and submit all state and federal filing forms: annual report forms, IRS Form 990N, State Registration, Charitable Solicitation and Registration with the Florida Department of Agriculture and Consumer Affairs.
6. Draw up financial procedures for Accounts Payable including use of debit cards, check disbursement, reimbursement of expenses, electronic banking, and disbursement of mini-grants and honorariums.

G. COMPONENT REPRESENTATIVES

1. Attend all meetings of the Board of Directors.
2. Serve as a liaison between the members of their component and the Board of Directors.
3. Send out pertinent information to their components from Board of Director meetings.
4. Prepare a monthly report for PCMEA board meetings. This report covers information to and from their component members. This can include survey results, member questions and suggestions, and other information supporting two-way communication between the board and membership.
5. Appoint All-County committee chairs and provide support for All-County activities.
6. Serve on any committees as appointed by the president of the association.

Section III ELECTIONS/APPOINTMENTS

- A. Officers and board members shall be nominated by a nominating committee and/or by nominations from the floor.
- B. They shall be elected at the last meeting of the year and assume office immediately.

Section IV TERM OF SERVICE

A. The term of office for officers shall be two years. Officers may not serve a second consecutive term in the same office with the exception of the Secretary, Accounts Receivable Treasurer, and Accounts Payable Treasurer.

B. The term of office for Component chairs shall be two years. Consecutive terms may be served.

Section V REMOVAL

A. The Board of Directors, as the governing body, has the right to remove or replace an officer or Board member who has not fulfilled the prescribed duties. The replacement shall complete the term.

Section VI VACANCIES

A. In case of vacancy in the office of the president, the president--elect shall become president.

B. In case of vacancy in any other office, the Board of Directors shall fill the vacancy by appointment.

ARTICLE V--MEETINGS

Section I SCHEDULED MEETINGS

A. The association as a whole shall meet a minimum of two times during the year at a time and place designated by the Board of Directors.

B. The Board of Directors shall meet monthly, as determined by the president and approved by the Board of Directors.

Section II SPECIAL MEETINGS

A. Special meetings of the association shall be held at the call of the Board of Directors, or the president, or by a two-thirds vote of the membership.

Section III PARLIAMENTARY AUTHORITY

A. ROBERT'S RULES OF ORDER, REVISED, shall be authority on all question of procedure not specifically stated in this constitution and by-laws.

B. A quorum for all meetings of the association shall consist of one-third of the membership. A quorum of the Board of Directors or of any committee shall consist of a majority of each.

ARTICLE VI--COMMITTEES

Section I STANDING COMMITTEES

A. BOARD OF DIRECTORS

1. Members are defined in Article III, Section I
2. The Board will serve as the primary governing and leadership committee for the association.
3. The Board will help plan and provide leadership for district music events as determined in cooperation with the Performing Arts Content Specialist.
4. The Board will serve as liaisons to the general membership for the performing arts content specialist as needed by the music administrator.
5. Any necessary information from the Board of Directors meeting will be sent to each member of the association. Any reaction should be given to the Board of Directors not later than two weeks after information is distributed.

B. FINANCE

1. Members will be the PCMEA President, PCMEA President Elect, PCMEA Treasurers, and immediate PCMEA Past President.
2. The Finance committee will review and propose a budget each fiscal year for approval of the Board of Directors.

C. HOSPITALITY

1. Help plan and support events such as the end of year celebration.
2. Help plan and support meals at county in service days.

D. ALL COUNTY

1. Members shall be appointed and approved by the Board of Directors.
2. Help plan, support, and run All County Music events. Responsibilities include, but are not limited to:
 - i. Planning and running auditions and rehearsals.
 - ii. Finding clinicians, and assisting with repertoire selection using rubric guidance, and distribution.
 - iii. Helping facilitate the concerts
 - iv. Attend monthly PCMEA board meetings, as requested by the President, to report on concert progress
 - v. Coordinating meals for clinicians, students, and teachers.

E. Standing committees

1. Will meet at least once per year and may meet more often as needed.

Section II SPECIAL COMMITTEES

A. The president of the association will create special committees as needed.

ARTICLE VII-AMENDMENTS

Section I The bylaws may be amended by a two-thirds vote of those present and voting at any meeting of the association provided that notice has been given at the previous meeting, or by notice sent to the members by the secretary.