

**Constitution and By Laws
of
Music Association of California Community Colleges**

CONSTITUTION

ARTICLE I -NAME

This organization shall be known as the Music Association of California Community College

ARTICLE II -PURPOSE

The purpose of the organization shall be the advancement of music education in the Community Colleges of California, and to function as follows:

- A. As the professional organization representing all community college music teachers in California;
- B. As the representative when called upon to the Executive Committee of the California Music Educator's Association;
- C. To work with those agencies seeking to maintain dignity, worth, and excellence in California education through conferences, institutes, research, investigation, publication of reports; and,
- D. As a music representative, when called upon, to the Faculty Association of California Community College.

**By-Laws
of
Music Association of California Community Colleges**

ARTICLE I -SCOPE

The Music Association of California Community Colleges shall be comprised of members from the following counties of California:

Northern Region:

Alameda, Alpine, Amador, Butte, Calaveras, Contra Costa, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Lassen, Marin, Mendocino, Merced, Modoc, Monterey, Mono, Mariposa, Madera, Plumas, Napa, Nevada, Placer, Sacramento, San Benito, San Joaquin, San Francisco, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Tulare, Tuolumne, Trinity, Yolo, Yuba

Southern Region:

Imperial, Kern, Kings, Los, Angeles, Orange, Riverside, San Bernardino, San Luis Obispo, Santa Barbara, San, Diego, Ventura

ARTICLE II MEMBERSHIP

Section 1 -Membership shall be of six (6) classes:

Full-Time Individual, Part-Time Individual, Institutional, Classified, Industrial, and Student.

Section 2 -Individual Full-Time Membership shall be open to any full-time faculty member of an accredited community college in California.

Section 3 -Individual Part-Time Membership shall be open to any part-time faculty member of an accredited community college in California.

Section 4 -Institutional Membership shall be open to any accredited community college in the State of California that offers courses in the field of Music

Section 5 -Classified Employee Membership shall be open to any non-faculty employee of an accredited community college in California.

Section 6 -Industrial Membership shall be open to any individual, business, or organization offering goods or services connected with education, educational institutions, or the music industry.

Section 7 -Student Membership shall be open to any student enrolled in a music course at an accredited community college in California.

Section 8 -Dues shall be established for each class of membership by the Board of Directors, and shall be remitted to the Executive Secretary of the Association. The Executive Secretary shall maintain records of membership.

Article III -Government

Section 1

All elected and appointed officers must be members of the Music Association of California Community Colleges.

Section 2 -Executive Committee

- a. The Executive Committee shall include the President, Vice President, President-Elect, Treasurer, Northern Section President, Southern Section President, and Immediate Past-President.
- b. The Executive Committee shall be responsible for policy development
- c. Policies developed by the Executive Committee may be taken into consideration by the Board of Directors.

Section 3 -Board of Directors

- a. The Board of Directors shall be comprised of the Executive Committee and the following representatives:
Choral/Vocal Representative
Instrumental Representative
Newsletter Editor
Commercial/Industrial Representative
Legislative Advocate
and any other representatives deemed necessary by the Board of Directors.
- b. The Board of Directors shall be responsible for establishing the policies and procedures of the organization.
- c. The Board of Directors may appoint, assign duties, and authorized

compensation for an Executive Secretary who shall be a non-voting officer of the organization.

Section 4 -Terms of Office

- a. The terms of office for all members of the Board of Directors shall be for two years, commencing on even-numbered years.
- b. Members of the Board of Directors shall assume office on the first day of July following their election or appointment.

Article IV - Elections and Appointments

Section 1 - Nominating Committee

a. On or before December 1 prior to election years, the Nominating Committee shall meet and select a slate of ~~two~~ **one** or more candidates for each of the offices to be filled on the Executive Committee of the Board of Directors. The Nominating Committee shall include the immediate Past President, the Northern Section President, and the Southern Section President, and one other member of the Board of Directors chosen by the President.

b. On or before Jan. 10 of an election year, the Nominating Committee shall present to the Executive Committee a slate of ~~two~~ **one** or more candidates for each of the offices to be filled on the Executive Committee of the Board of Directors.

Section 2 - Nomination by Petition

Nominations for candidates for any office on the Executive Committee may be made by petition from any member of the organization. Candidates submitting petitions to the President which contain signatures of ten (10) or more members shall have their names placed on the ballot in alphabetical order along with candidates nominated by the Executive Committee. All such petitions must be received by the President Elect by February 1 of the year of the election.

Section 3 - Election of President-Elect

On or before March 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of ~~two~~ **one** or more candidates for the office of President-Elect.

Section 4 - Election of Vice-President

On or before March 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of ~~two~~ **one** or more candidates for the office of Vice-President.

Section 5 - Election of Treasurer

On or before March 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of ~~two~~ **one** or more candidates for the office of Treasurer.

Section 6 - Election of Northern Region President

On or before March 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of ~~two~~ **one** or more candidates for the office of Northern Region President.

Section 7 - Election of Southern Region President

On or before March 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of ~~two~~ **one** or more candidates for the office of Southern Region President.

Section 8 - Appointment of Choral/Vocal Representative

On or before ~~April 1~~ **June 30** of even-numbered years, the President shall appoint **both a Northern and Southern** Choral/Vocal Representative.

Section 9 - Appointment of Instrumental Music Representative

On or before ~~April 1~~ **June 30** of even-numbered years, the President shall appoint **both a Northern and Southern** Instrumental Music Representative.

Section 10 - Appointment of Newsletter Editor

On or before ~~April 1~~ **June 30** of even-numbered years, the President shall appoint a Newsletter Editor.

Section 11 - Appointment of Commercial / Industrial Representative

On or before ~~April 1~~ **June 30** of even-numbered years, the President shall appoint a Commercial/Industrial Representative.

Section 12 - Appointment of Legislative Advocate

On or before ~~April 1~~ **June 30** of even-numbered years, the President shall appoint a Legislative Advocate.

Section 13 - Appointment of Executive Secretary

On or before ~~April 1~~ **June 30** of even-numbered years, the President shall appoint an Executive Secretary.

Section 14 - Balloting Committee

- a. The Executive Committee shall serve as the Balloting Committee
- b. All Presidential appointments made by the President shall be with the approval of the Executive Committee.

Section 15 - Special Elections and Appointments:

- a. In the event that the President is unable to fulfill the duties, the office shall be filled by the Vice President for the remainder of the term.
- b. In the event that the President-Elect is unable to fulfill the duties, a special election shall be held within six-months for the purpose of filling the vacated office.
- c. In the event that vacancies occur in both the offices of President and Vice-President, the immediate Past President shall serve until a special election can be held.
- d. In the event that any other officer becomes unable to serve, the President shall appoint a successor to serve for the remainder of the term.
- e. The Executive Committee shall act as the Special Nominating Committee for any special elections.

Article V -Funds

Section 1. All inflows and disbursements of MACCC funds shall take place through the MACCC accounts, and with full consent and authorization of the Board of Directors.

Section 2. All accounts and accounting procedure shall be a matter of organizational record, and may be examined at any time by the membership.

Article VI -Meetings

Section 1: The Board of Directors shall meet when called by the President, or upon joint request of not less than two-thirds of the members of the Board. A majority of the members of the Board shall constitute a quorum for the transaction of business.

Section 2: The Executive Committee shall meet when called by the President or not fewer than four members of the Executive Committee.

Section 3. Meetings of the general membership shall be held at a time and place designated by the President and Board of Directors.

Section 4. In the event that any officer is absent from three meetings of the Board of Directors over the two-year term, according to the provision of these by-laws, that officer may be removed from office by a majority vote of the Board of Directors.

Article VII-Amendments

The Constitution and/or By-Laws may be altered or amended by a two-thirds vote of the members voting, provided that formal written notice of such contemplated action shall be given to the active members at least sixty three days before such election, or provided that the proposed amendment receives the approval of the Board of Directors and that formal notice of such contemplated action shall be given to active members at least twenty-four hours before such election.

Article VIII -Duties of Officers

Section 1 -General Duties

It is the duty of all MACCC Board of Directors members to:

- a. attend Executive Board and Full Board of Directors meetings regularly.
- b. prepare for meetings by reading minutes in advance and preparing reports as assigned.
- c. promote MACCC membership and activities at local, regional, and state levels.
- d. inform local campus music departments and divisions of MACCC activities and current legislative issues.
- e. give current update of MACCC activities at local Academic Senate and organization meetings.
- f. monitor local news for current local legislative issues, and serve as music education advocate when appropriate.
- g. serve as a working member of the planning board for MACCC Conferences and other state-wide activities.
- h. submit timely articles for newsletter.

Section 2 -President

The President shall:

- a. call and preside over general, executive, and full board meetings.
- b. make appointments to Board of Directors as provided for in By-Laws.
- c. make appointments to Nominating Committee, as provided for in By Laws.
- d. regularly submit articles to the newsletter outlining organizational activities and developments.

- e. serve as spokesperson for the Association, and foster positive relationships with other music organizations and legislative bodies.
- f. provide leadership and support to all MACCC committees, directors, and projects.

Section 3 -President-Elect

The President-Elect shall:

- a. learn inner workings of MACCC activities through close association with President.
- b. coordinate the development and presentation of the major conference program, including the following duties:
 - develop conference program and presentation
 - develop conference schedule
 - inform Board of developments concerning program
 - coordinate conference logistics in consultation with presenters, presiding officers, and exhibitors. This includes session and room scheduling and equipment needs.
- c. write information articles promoting and evaluating conference for organization publications
- f. other duties as assigned by President

Section 4 -Vice-President

The Vice-President shall:

- a. assume the duties of the President in the event of his/her absence
- b. serve as Chairperson for Membership and Recruitment, including the following duties:
 - develop a strategy and schedule for all membership recruitment mailings, in conjunction with Newsletter Editor, Executive Secretary, and Industrial Representative.
 - oversee implementation and follow-up of yearly recruitment drive.

Section 5. -Treasurer

The Treasurer shall:

- a. collect and deposit all money generated through MACCC activities
- b. disburse funds as directed by Board of Directors
- c. develop and present fiscal-yearly budget 30 days prior to new fiscal year
- d. develop treasurer's report for each general and/or board of directors' meeting, or as directed by board
- e. practice accurate, timely accounting
- f. allow inspection of books and accounts to any member of MACCC

Section 6 -Regional Presidents

The Northern and Southern Regional Presidents shall:

- a. serve as local MACCC representative and first line for information dispersal.
- b. inform Board of special activities and/or concerns among region members.
- c. assist Choral and Instrumental Representatives in coordination of honor bands, choirs, festivals, etc. .
- d. serve on Nominating Committee for MACCC elections..]
- e. sponsor at least one MACCC performance or educational activity within the region during each academic year.
- f. submit regular and timely articles and reports to the newsletter.

Section 7-Choral/Instrumental Representatives

The Choral and Instrumental Representatives shall:

- a. serve as special interest advocates to MACCC Board and other state and regional organizations.
- b. keep abreast of and articulate special activities, educational trends, and concerns.
- c. submit regular and timely articles and reports to the newsletter.
- e. publicize and coordinate festivals
- e. coordinate special conference choral and instrumental music, which may include:
 - hire conductor(s), accompanists
 - arrange for literature
 - develop musician selection method
 - coordinate personnel
 - arrange rehearsal schedules / logistics

Section 8 -Newsletter Editor

The Newsletter Editor shall:

- a. coordinate and produce newsletters, as directed by Board.
- b. develop and distribute time-tables for submission of board articles to insure timely mailings
- c. Coordinate schedules for printing and mailing with Executive Secretary.
- d. make suggestions for improvement of communications.

Section 9-Commercial-Industrial Representative.

The Comm.-Industrial Representative shall:

- a. coordinate with Executive Secretary and Vice-President in developing a calendar for Industrial membership drive, coinciding with general membership drive.
- b. update all membership forms prior to mailing
- c. update the target industry members database with new contact persons

- d. Find new local industry members in the city of upcoming conference
- e. update active members to newsletter editor.

Section 10 -Legislative Advocate

The Legislative Advocate shall:

- a. write timely newsletter articles concerning federal, state, and local legislative issues.
- b. write special advocacy newsletters and mailings when called for by extraordinary circumstances.
- c. influence legislators voting on educational and music issues by organizing letter writing and phone campaign(s).
- d. foster relationships with other advocacy groups, such as FACCC and CMEA.
- e. maintain access to information surrounding state Academic Senate, Community college Chancellor, and State Governor offices and issues.
- f. encourage membership support in advocacy activities, such as Lobby Day, Shadow Day,

Section 11 -Executive Secretary

The Executive Secretary shall:

- a. carry out activities as assigned by Board of Directors
- b. carry out membership campaign, as outlined by board officers.
- c. maintain current data base of membership
- d. coordinate printing and mailing of newsletters

UPDATED AND APPROVED IN 2007