

**ARJE Constitution**  
**ARKANSAS JAZZ EDUCATORS ASSOCIATION**

**Constitution and By-Laws**  
**Article I – Name**

This organization shall be known as the Arkansas Jazz Educators Association (ARJE), an Associated Organization of the Music Educators National Conference.

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**Article II – Purpose**

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 in schools and universities to include courses of study at all levels of instruction, jazz ensembles, and ensembles of all types.
3. To foster the application of jazz principles to music materials and methods at all levels.
4. To foster and encourage the development and adoption of curricula which will explore contemporary composition, arranging and improvisation.
5. To disseminate educational and professional news of interest to music educators.
6. To assist in the organization and presentation of clinics, festivals, and symposiums whenever possible throughout the state of Arkansas.
7. To cooperate with all organizations dedicated to the development of musical culture in America.

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**Article III – Active 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 association including the right to vote and hold office.

**Section 2**

Honorary membership may be conferred by unanimous vote of the Executive Council. Such membership shall be for individuals outside the field of professional music education in recognition of distinguished service to jazz in music education. Honorary membership excepts the right to vote and hold office.

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**Article IV – Officers and the Executive Council**

**Section 1**

The elected officers of this association shall be President, President-Elect, Vice-President, Secretary, and Treasurer. The appointed officers shall be such other individuals as may be provided for in the By-Laws of this association. All officers shall begin their terms of office July 1, in the year of the election. The Executive Council shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer and the past president. The activities of the association shall be determined by the Executive Council.

## **Section 2**

The President-Elect, Vice-President, Secretary, and Treasurer shall be elected by vote of the membership, and said officers shall hold office for two years. In the event of a vacancy in any office other than that of President, the President with the majority consent of the Executive Council shall appoint an active member in good standing to finish the unexpired term of the last incumbent. Should the office of President become vacant, the President-elect shall become acting President to fill the unexpired term. He shall automatically become a member of the Executive Council for the next two year period. The President-Elect automatically succeeds into the office for President.

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### **Article V – Duties of Officers**

#### **President**

The President shall preside at all meetings and shall be responsible for the general administration of the duties of the chief executive officer of the association.

#### **President-Elect**

The President-Elect shall act for the President in the event of his absence or inability to hold office. This is also to mean that he shall fill the unexpired term of the President should it become necessary. This interim service shall not affect his subsequent tenure as President for the two-year term.

#### **Vice-President**

The Vice-President shall serve as an advisor to the President and perform duties as the President may direct.

#### **Secretary**

The Secretary shall keep an accurate record of all business meetings of the Association and Executive Council. He/she shall perform other duties as the President may direct.

#### **Treasurer**

The Treasurer shall collect all monies from activities sponsored by the association and to pay all bills outstanding against the association. He/she shall present to the association at each meeting a financial statement that has previously been verified by the Executive Council. He/she shall perform other duties as the President may direct.

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### **Article VI – Meetings**

The meetings of the association shall be held biannually or at such times and places as shall be designated by the President with the approval of a majority of the Executive Council. All members shall be notified through an association publication of general circulation at least thirty days in advance of the meeting.

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### **Article VII – Private Property**

The private property of individual members of this association shall not be liable for association debts.

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### **Article VIII – Amendments**

These Articles, with the exception of Article VII, may be amended by a 2/3 vote of those who cast a legal ballot. Notice of a proposed change in the Constitution shall be given as provided in these Articles, or by the By-Laws of the Association, or as required by statute.

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### **Article IX – By-Laws**

The Association may make and alter By-laws consistent with the provisions indicated heretofore and in accordance with the provisions contained in Article VI relative to the meetings.

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## **BY-LAWS**

### **Article I – Rules of Order**

“Roberts Rules of Order, Revised”, shall be the parliamentary authority governing this Association. The order of business for meetings shall be:

1. Reading of minutes of the previous meeting (and their approval).
2. Reports of officers and Committee chairpersons.
3. Unfinished business.
4. New business.

The agenda for the meetings will be prepared by the President with the approval of the Executive Council prior to all regularly scheduled meetings.

### **Article II – Expenditures**

#### **Section 1**

All expenditures necessary to the administration of the activities of the association shall be made with the consent of the President. A financial statement shall be presented annually to the Executive Council.

#### **Section 2**

The annual Treasurer’s report shall be available to any active member in good standing upon written request.

#### **Section 3**

Annual dues shall be set by the Executive Council and approved by the membership.

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### **Article III - Balloting at other than Regular or Special Meetings**

When the Executive Council determines that it is necessary to submit matters to the active membership at times other than at general or special meetings, the Executive Council shall give notice of such matters 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 thirty days before the votes or ballots are to be returned and counted by said board. Members who vote neither “yes” nor “no” on such matters shall be counted as having voted in favor thereof.

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### **Article IV - Election of Officers**

The election of officers shall be by 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. The Nominating Committee shall be appointed by the Executive Council and shall submit two names for all offices except President.

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### **Article V - Amendments**

These Articles may be amended by a 2/3 vote of those who cast a legal ballot. Notice of a proposed change in the Constitution shall be given as prescribed in these articles.