

**Canadian Music Educators' Association
L'association canadienne des musiciens éducateurs**



CMEA/ACME

**POLICY MANUAL
DRAFT**

February 2009

Table of Contents

Background	3
Constitution	4
By-Laws	6
Policies	
Privacy	12
Procedures	
1.0 CMEA/ACME Board of Directors – Duties and Responsibilities	13
Responsibilities of Board Members	13
Officers of the Executive Committee – Duties and Responsibilities	15
Past Presidents’ Council	15
Meetings (Board and Annual)	15
Expense Guidelines	16
Elections.....	17
2.0 National Affiliations	18
2.1 Process for Affiliation	19
2.2 CMEA/ACME to Provincial/Territorial Music Education Associations	19
2.3 Provincial/Territorial Responsibilities to the CMEA/ACME.....	19
3.0 International Affiliation	20
4.0 Membership	20
4.1 Procedures	21
4.2 Categories and Benefits	21
4.3 Student Chapters	22
4.4 Fee Increases	23
5.0 Subscriptions	23
6.0 Action Enabling Mechanism	23
6.1 Proposals	23
6.2 Electronic Voting on Motions Pertaining to Board Procedural Affairs ..	24
7.0 Publications	24
7.1 Program.....	24
7.2 Publications	24
7.3 Publications Advisory Committee.....	25
7.4 Editors.....	25
7.5 Editors of the Biennial Series	25
7.6 Budget.....	26
8.0 Corporate Identity	26
9.0 Research	26
10.0 Languages	27
11.0 Financial Year	27

POLICY MANUAL**DRAFT****Background**

A letter of Application for Letters Patent and initial By-Laws were submitted in February 16, 1972, and the Canadian Music Educators' Association/L'association canadienne des éducateurs de musique was federally incorporated on February 24, 1972. Subsequent revisions of the By-Laws were adopted by members in September 1981, 1985, 1987, May 1989, and 2001.

The CMEA/ACEM Handbook was developed in August 1998 and revised in summer 2001.

In Fall 2005 a committee (Allan Anderson, Eric Favaro, Barbara Graham, Betty Hanley, Peter Stigings, Joan Therens) was established to review the organization and the content of the Handbook. The current Policy Manual was adopted by the membership in _____ with the name change to the Canadian Music Educators' Association/L'association canadienne des musiciens éducateurs (CMEA/ACME) adopted in October 2007.

CONSTITUTION

Article I Name

The name of the association shall be the Canadian Music Educators' Association/L'association canadienne des musiciens éducateurs. The official abbreviation shall be CMEA/ACME.

Article II Purpose

The CMEA/ACME's aim shall be to encourage and guide the development and delivery of quality music education for all Canadians within a balanced curriculum and to encourage the confident and competent teaching of music.

The Association shall operate on a non-profit basis.

Article III Board of Directors

The Board of Directors shall be the legal representative of the Association and as such shall hold and administer all property, funds, and affairs of the Association. Provisions for the regulation of the internal affairs of the Association shall be specified in the By-Laws and Procedures of the Association.

Article IV Membership

The Board of Directors shall propose appropriate categories of membership for the Association. Such categories shall be approved at the Annual General Meeting (AGM).

Article V Annual General meeting

The members shall be convened in an Annual General meeting (AGM) at each annual meeting of the Board of Directors of the Association. Provisions governing meetings of the AGM shall be specified in the By-Laws and Procedures of the Association.

Article VI Elections

The manner of the election or appointment of the officers of the Association and the members of the Board of Directors shall be specified in the By-Laws and procedures of the Association.

Article VII Affiliations

The Association may affiliate with international, national, and provincial/territorial music education associations as may seem mutually desirable.

Article VIII Links

The Association may establish links with other music/music education groups and with government agencies as may seem mutually desirable.

Article IX Amendments

Amendments to this Constitution shall be adopted by a two-thirds majority of Voting Delegates casting votes at the AGM. The text of any amendment proposed by a member shall be accompanied by the name and signature of the member proposing the amendment and the name and signature of the member seconding it, and shall be received by the Secretary at least 90 days prior to the AGM at which it is to be considered. The text of any proposed amendment to the

Constitution to be considered at an AGM shall be provided to each member of the Association at least 30 days prior to the meeting.

Article X Dissolution

- 1] The dissolution of the Association may be pronounced only at a meeting of the AGM specifically convened for that purpose. A two-thirds majority of the Voting Delegates casting votes shall be required to dissolve the Association.
- 2] Any assets remaining to the Association shall be disposed of at the AGM on the recommendation of the Board of Directors. Such assets shall be donated to one or more non-profit organizations pursuing aims similar to those of the Association. In no event may any portion of such assets be distributed among the members of the Association.

BY-LAWS

Relating generally to the conduct of the affairs of the

Canadian Music Educators' Association/ L'association canadienne des musiciens éducateurs

Corporate Seal

- 1) The seal of the corporation shall be on such a form as shall be prescribed by the directors of the corporation and shall have the words "Canadian Music Educators' Association/L'association canadienne des musiciens éducateurs" endorsed thereon.

Head Office

- 2) The head office of the corporation shall be situated in Waterloo, Ontario, Canada. Subject to the Act, the corporation may, by a by-law, change the place or municipality and the province in which the registered office of the corporation may reside. A copy of the by-law approved by 2/3 of the votes of the Board cast in favour of the by-law shall be filed with the Minister.

Conditions of Membership

- 3) Membership in the association shall be limited to persons interested in furthering the objects of the corporation and shall consist of anyone whose application for admission as a member has received the approval of the board of directors of the corporation.
- 4) There shall be six classes of membership in the corporation: full, associate, student, retired, honorary life, and corporate.
 - a) Full membership shall be available to any person engaged in music education or who wishes to be associated with the general aims, philosophy, and activities of the corporation. Full members shall be entitled to attend and to cast one vote per member at all meetings of members of the corporation and shall have the privilege of holding office.
 - b) Associate membership shall be limited to music educators teaching less than 50% music or non-music teachers who have an interest in the general aims, philosophy, or activities of the corporation. Associate members shall be entitled to attend and to cast one vote per member at all meetings of members of the corporation.
 - c) Student membership is open to those not employed as a full-time teacher who are in full-time attendance at a university/college faculty of music, or faculty of education. Student members may attend meetings but are not entitled to vote or hold office.
 - d) Retired membership shall be available to those who have retired from active teaching. Retired members shall be entitled to attend and to cast one vote per member at all meetings of members of the corporation and shall have the privilege of holding office.
 - e) Honorary life members may be conferred by majority vote of the board of directors. Nominations for honorary life membership must be made through an affiliated music education association or in those provinces or territories where no CMEA/ACME affiliate exists, through a CME/ACME recognized organization. Honorary members shall be entitled to attend and to cast one vote per member at all meetings of members of the corporation and shall have the privilege of holding office. They shall not be required to pay any membership dues.

- f) Corporate memberships shall be available to firms and institutions engaged in or ancillary to the music industry. Corporate members shall be entitled to appoint an individual to attend and to cast one vote per member at all meetings of the members of the corporation. The annual fee shall be determined by the board of directors.
- 5) Dues for the various categories of membership shall be fixed by the board of directors with timely notification to affiliated provinces/territories of any changes.
- 6) Any member may withdraw from the corporation by notifying the membership coordinator.

Members' Meetings

- 7) Members of the corporation shall be notified of the time and place of the annual or special general meetings of the corporation by the secretary-treasurer at least 30 days prior to the meeting. Ten voting members present in person at a meeting shall constitute a quorum.
- 8) At every annual meeting, in addition to any other business that may be transacted, the financial statements and the report of the auditors shall be presented and auditor appointed for the ensuing year.
- 9) Other meetings of the members (to be known as special general meetings) may be called by the board of directors to be held at any date and time at any place in Canada.
- 10) Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken.
- 11) Each voting member present at a meeting shall have the right to exercise a vote.
- 12) A majority of the votes cast by members present and carrying voting rights shall determine the questions in meetings except where the vote or consent of a greater number of members is required by the Act or these by-laws. In the event of a parity of votes, the vote of the presiding officer shall be decisive.

Board of Directors

- 13) The property and business of the corporation shall be managed by a board of directors comprised of no fewer than 18 nor more than 26 directors, a majority of whom shall constitute a quorum. Any change in the number of directors shall be determined by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least 2/3 of the votes cast in favour of the resolution at a meeting of the members duly called for the purpose of determining the number of directors to be elected to the board of directors. Directors must be individuals, 18 years of age, with power under law to contract. Directors must be members of the corporation.
- 14) The board of directors shall consist of the president, past president, vice president, secretary-treasurer, four members-at-large, membership coordinator, editor of the *Canadian Music Educator* (CME), a representative from the Canadian Music Industry, and a president or designate of each of the affiliated provincial/territorial music education associations.
- 15) The president, past president, vice president, secretary-treasurer shall be elected for a term of 2 years. The four members-at-large shall be elected for 4-year terms. The presidents of provincial/territorial MEAs are elected by their members. The membership coordinator and editor are appointed through a nomination process. The music industry delegate is selected by said industry. Where appropriate, directors are elected at an annual meeting of the members.
- 16) The office of Director shall be automatically vacated:

- a) if at a special general meeting of members, a resolution is passed by two-thirds (2/3) of the votes cast in favour of removal of the director;
- b) if a director has resigned his office by delivering a written resignation to the secretary of the corporation;
- c) if a director is unable to fulfill his/her responsibilities;
- d) if a director becomes bankrupt or suspends payment or compounds with his creditors;
- e) on death;

provided that if any vacancy shall occur for any reason in this paragraph contained, the board of directors by majority vote, may, by appointment, fill the vacancy with a member of the corporation.

- 17) The directors shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses incurred in the performance of duties. Nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving compensation therefore.
- 18) A retiring director shall remain in office until the dissolution or adjournment of the meeting at which retirement is accepted and his successor is elected.

Powers of Directors

- 19) The directors may exercise all such powers of the corporation as are not by the Canada Corporations Act or by those by-laws required to be exercised by the members at an annual general meeting.
- 20) The directors shall have the power to set annual membership dues, in consultation with affiliated member provinces/territories, to authorize expenditures on behalf of the corporation and may delegate by resolution to an officer or officers of the corporation the right to make expenditures for the purpose of furthering the objects of the corporation. The directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and the interest may be made available for the benefit of persons having made notable contributions to Canadian music or letters in accordance with such terms and conditions as the board of directors may prescribe.
- 21) The board of directors shall take such steps as they may deem requisite to enable the corporation to acquire, accept, solicit, or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purposes of furthering the objects of the corporation.
- 22) The board of directors may appoint such agents and engage such employees as it shall deem necessary from time to time, and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.
- 23) Remuneration for all agents and employees, and committee members shall be fixed by the board of directors by resolution and shall have force and effect only until the next annual or special general meeting of members at which time renewal can be confirmed or denied.

Directors' meetings

- 24) Meetings of the board may be held at any time and place to be determined by the directors provided that 48 hours written notice of such meeting shall be given, other than by mail to each director. Notice by mail shall be sent at least 14 days prior to the meeting. There shall be at least 1 meeting per year of the board of directors. Each director is authorized to exercise 1 vote.

- 25) A majority of directors in office, from time to time, but no less than 10 directors, shall constitute a quorum for meetings of the board of directors. Any meeting of the board of directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions by or under the by-laws of the corporation.

Indemnities to Directors and Others

- 26) Every director of the corporation and their heirs, executors, and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the corporation, from and against:
- a) all costs, charges, and expenses which such director, sustains, or incurs in or about any action, suit, or proceedings which is brought, commenced, or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done, or permitted by him, in or about the execution of the duties of his office or in respect of any such liability;
 - b) all other costs, charges, and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his own willful neglect or default.

Officers

- 27) The officers of the corporation shall be a past president, president, vice president, secretary-treasurer and any such other officers as the board of directors may by by-law determine. Officers shall have served on the board of directors of the corporation for at least one 2-year term prior to their nomination.
- 28) Officers of the corporation shall be elected by members at every other annual meeting of the corporation.
- 29) The officers of the corporation shall hold office for 2 years from the date of their election or until their successors are elected or appointed in their stead.

Duties of Officers

- 30) The president shall be the chief executive officer of the corporation. He shall preside at all meetings of the corporation and of the board of directors. He shall have the general and active management of the affairs of the corporation. He shall see that all orders and resolutions of the board of directors are carried into effect.
- 31) The vice president shall, in the absence or disability of the president, perform the duties and exercise power of the president and shall perform such other duties as shall from time to time be imposed upon him by the board of directors.
- 32) The secretary-treasurer shall, when in attendance, attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The secretary-treasurer shall give or cause to be given notice of all meetings of the members of the board of directors, and shall perform such duties as may be prescribed by the board of directors or president, under whose supervision the secretary-treasurer shall be. The secretary-treasurer shall be the custodian of the seal of the corporation. The secretary-treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities, and other valuable effects in the name and to the credit of the corporation in such chartered bank of trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the board of directors from time to time. He shall disburse the funds of the corporation as may

be directed by proper authority taking proper vouchers for such disbursements, and shall render to the president and directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the corporation. He shall also perform such other duties as may from time to time be directed by the board of directors.

33) The duties of all other officers of the corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

34) Officers of the corporation receive no remuneration.

Committees

35) The board of directors may appoint committees whose members will hold their offices at the will of the board of directors. The directors shall determine the duties of such committees and may fix by resolution, any remuneration to be paid.

36) There shall be an executive committee consisting of the officers of the corporation. The executive committee shall exercise such powers as are authorized by the board of directors. Executive committee members shall receive no remuneration for serving as such, but are entitled to reasonable expenses incurred in the exercise of their duties.

Meetings of the executive committee shall be held at any time or place to be determined by the members provided that 48 hours written notice of such meeting shall be given. Two members of such committee shall constitute a quorum.

Execution of Documents

37) Contracts, documents, or any instruments in writing requiring the signature of the corporation, shall be signed by the president and one other officer and all contracts, documents, and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The seal of the corporation when required may be affixed to contracts, documents, and instruments in writing signed as aforesaid.

Minutes of Board of Directors and Executive Committee

38) The minutes of the board of directors and the executive committee shall not be available to the general membership of the corporation but shall be available to the board of directors, each of whom shall receive a copy.

Financial Year

39) The financial year of the corporation shall be determined by the board of directors.

Amendment of the By-Laws

40) The by-laws of the corporation not embodied in the Letters Patent may be repealed or amended by by-law, or a new by-law relating to the requirements of subsection 155(2) of the *Canada Corporations Act*, may be enacted by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least 2/3 of the votes cast in favour of the by-law at a meeting of members duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.

Auditors

41) The members shall, at each annual meeting, appoint an auditor to audit the accounts and annual financial statements of the corporation for report to the members at the next annual general meeting. The auditor shall hold office until the next annual general meeting provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the board of directors.

Books and Records

42) The directors shall see that all necessary books and records of the corporation required by the by-laws of the corporation are regularly and properly kept.

Interpretation

43) In these by-laws and in all other by-laws of the corporation hereafter passed unless the context otherwise requires, words importing the singular number or masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

Amended [Date]
[Place]

POLICIES

Privacy

The CMEA collects personal information for the sole purpose of administering membership. This process includes the use of mail and email addresses in order to communicate with our members regarding official CMEA/ACME business. This information is not sold or shared with any other individual or group.

1. The CMEA/ACME recognizes your right to privacy and pledges to protect it.
2. Personal information is stored and protected against loss, theft, unauthorized access, disclosure, modification, or copying.
3. Access to membership information is restricted to active members of the Board of Directors of the CMEA/ACME for the sole purpose of communicating directly with members regarding official CMEA/ACME business.
4. When you visit the CMEA/ACME web site, the web server automatically logs (records) domain name and standard information about the operating system and web browser being used, as provided by the user web browser. This information is used for statistical purposes to help the CMEA/ACME manage its site, but does not identify the user in any way.
5. If you supply us with your email address, you may receive periodic electronic Newsletters and information about CMEA/ACME initiatives. If you wish to be removed from the membership list at any time, please contact the CMEA/ACME Membership Coordinator.
6. The CMEA/ACME is not responsible for the contents of any "off site" internet information referenced or linked by the CMEA/ACME site.
7. Information pertaining to CMEA/ACME members that is available on its web site and in its journals has been collected with the member's knowledge and expressed consent to publish and disclose said information.
8. Using the CMEA/ACME mailing list for research conducted by CMEA/ACME or its designate will require permission from provincial affiliates or, in the case, of non-affiliated provinces, from the individual members. University ethics protocols will be used to safeguard anonymity and confidentiality.
9. If you have any questions regarding your privacy, please contact The CMEA/ACME President or Vice President.
10. It is understood that the individual music education associations are making their members aware that their membership data are being shared with the CMEA/ACME.

Adopted November 12, 2006

PROCEDURES

1.0 CMEA/ACME Board of Directors – Duties and Responsibilities

The Board of Directors consists of a minimum of 18 and a maximum of 26 members including:

- President and Chair of the Board
- Vice President
- Secretary-Treasurer
- Past President
- Membership Coordinator
- Four Members-at-Large
- Editor(s) of the *Canadian Music Educator* (CME)
- One representative from the Music Industry
- President or designate of each of the affiliated provincial/territorial music education associations

Members of the Board of Directors must be members in good standing of the CMEA/ACME. All of the above have voting privileges.

The Board of Directors shall

- be the legal representative of the Association;
- represent all members in all provinces and territories;
- report annually to the membership about the activities of the CMEA/ACME;
- report annually to the membership on the finances;
- submit a proposed budget for the coming year;
- consider and approve motions to be presented at the AGM;
- approve a slate of candidates for election and awards;
- implement decisions made by the membership at the AGM or in electronic votes; and
- not receive any remuneration beyond reasonable expenses.

Members of the Board of Directors will

- attend Board meetings
- participate in decision making discussions;
- support decisions agreed upon by the Board;
- carry out such duties as have been designated by the President;
- promote the CMEA/ACME and its work; and
- respond to communication in a timely fashion.

1.1 Responsibilities of Board Members

A The **President** (2-year term) will:

- preside at all meetings of the Directors and the AGM;
- sign such contracts and documents requiring his/her signature;
- be an ex officio member of all committees;
- represent CMEA/ACME at functions and meetings of other organizations when funding is available;
- communicate regularly with Board members; and
- hire and oversee part-time help for authorized projects and special needs as authorized by the Board.

B The **Vice President** (2-year term) will:

- perform all the duties of the President in the absence of the President;

- sign contracts and documents requiring his/her signature;
- oversee production/editing of special publications and projects;
- facilitate projects and surveys at the discretion of the Board;
- represent CMEA/ACME at functions and meetings of other organizations that do not require the President and do not involve financial or policy decisions;
- act as a liaison regarding fund-raising activities;
- act as a liaison with other national cultural/educational organizations;
- assist the President with planning; and
- write and disseminate five e-newsletters to be distributed to all members through provincial/territorial contacts and the Membership Coordinator.

C The Secretary-Treasurer (2-year term, renewable) will:

- act as Recording Secretary for Board and Executive meetings;
- have charge of the Minute books of the corporation documents and registers referred to in the Corporations Act;
- be custodian of the seal of the Corporation;
- sign contracts and documents requiring his/her signature;
- communicate developments re CMEA/ACME to the Executive and to Board members;
- assist the President with planning and correspondence; and
- maintain a current list of contact information for Board members.
- have the care and custody of all the funds and securities of the Corporation;
- oversee funds and securities in the name of the Corporation in such banks, or with such depository or depositories as the Board of Directors may direct;
- sign contracts and documents requiring his/her signature;
- act as a liaison to publication editor(s) re finances and services; and
- act as a liaison to the Advertising Manager re rates, commissions, and services.

D The Past President (2-year term) will:

- chair the Nominations Committee;
- act as advisor to the President;
- secure nominations for the CMEA/ACME Jubilate and Honorary awards
- represent the CMEA/ACME at the biennial ISME Conference and fulfill the duties outlined by ISME for its National Affiliates; and
- chair Past Presidents' Council.

E The Members-at-Large [4-year term] will:

- carry out the projects and functions of the CMEA/ACME.

F The Provincial/Territorial Presidents/Designates will:

- report on provincial/territorial initiatives and status;
- contribute to the discussion at Board meetings;
- support and help implement motions passed by the Board; and
- report back to their province/territory about CMEA/ACME initiatives.

G The Representative from the Music Industry will:

- report on music industry initiatives and directions

- contribute to the discussion at Board meetings from a music industry/corporate world perspective
- represent the interests of the CMEA/ACME to the music industry; and
- promote the interests of the CMEA/ACME in the corporate world.

H The **Membership Coordinator** (4-year term, appointed) will:

- administer memberships/subscriptions;
- maintain membership/subscription/corporation data;
- act as a liaison with provincial membership secretaries and subscription agencies;
- provide labels to the mailing agent for the *Canadian Music Educator* ; and
- facilitate national-provincial communication.

I The **Editor(s) of the CMEA/ACME Journal** (4-year term, appointed) will:

- serve as editor/co-editor of the *Canadian Music Educator* including planning the format, soliciting articles, editing content;
- contribute an editorial for each journal;
- include articles that balance national and regional issues, address the many facets of music education, and speak to the music teaching profession in an accessible and inclusive fashion;
- prepare copy material for both accuracy and style for the layout designer;
- work closely with membership coordinator, advertising manager, and layout designer;
- prepare a yearly schedule and oversee the production, printing and mailing process in a timely fashion;
- prepare a budget regarding revenue and expenditures for the production, printing, and mailing of the journal that is approved by the Board of Directors of the CMEA/ACME at its annual meeting; and
- report annually to the Board.

1.2 Officers of the Executive Committee – Duties and Responsibilities

The officers of the CMEA/ACME will be the President, Vice President, Past President, Secretary-Treasurer, which will constitute the executive committee.

This group meets at the discretion of the President and carries on the regular business of the Association on behalf of the Board. A summary report of all its meetings is to be sent to Board members.

1.3 Past Presidents' Council

This Council serves as an advisory board to the CMEA/ACME. The immediate Past-President liaises with the CMEA/ACME Board and the Past Presidents' Council and convenes and chairs any meetings of the Council.

1.4 Meetings

Board Meetings

- i) The CMEA/ACME Board meets annually.
- ii) CMEA/ACME welcomes one representative from all provinces and territories including from those provinces not directly affiliated with CMEA/ACME. Affiliated provincial/territorial representatives shall have full voting

- privileges. Non-affiliated provincial/territorial and national music education representatives may sit at the table but will not be entitled to vote.
- iii) Board meetings shall be chaired by the President, or his/her designate, and proceedings, although conducted at his/her discretion, shall be based on Robert's Rules of Order.
 - iv) All reports for the meetings, i.e., those of officers, directors, committee chairs, provincial presidents/ representatives, national editors, etc., shall be either e-mailed to or duplicated for each member of the Board.
 - v) All motions shall be given to the Secretary-Treasurer in writing and, when possible, at the beginning of the meeting.
 - vi) The following process will be used for electronic voting pertaining to Board procedural motions
 - a) Identify a person in charge of the process.
 - b) E-mail the motion naming mover and seconder.
 - c) Provide a two-week period for discussion and identify a closing date.
 - d) Re-send the motion for a vote within one week.
 - e) Tally the votes and report the results to the Board.
 - vii) A majority constitutes a quorum.

Annual meeting

- i) The agenda for an ordinary session of the AGM shall include, but not be limited to, the following:
 - a] A report by the Board of Directors on the activities of the Association;
 - b] A financial statement and audit by the Board of Directors and appointment of auditors for the coming year;
 - c] A proposed budget for the forthcoming year;
 - d] The establishment of limits for dues for the various categories of membership;
 - e] A report on the election of the President, Vice President, Secretary-Treasurer, Members-At-Large of the Board of Directors, and Membership Coordinator;
 - f] An announcement of the date and place of the next AGM.
- ii) Any member in attendance at the AGM shall have the right to propose and second motions. Corporate members are entitled to one vote for the corporation. The text of any motion proposed by a member shall be accompanied by the name and signature of the member proposing the motion and the name and signature of the member seconding it and shall be received by the Secretary-Treasurer at least 48 hours prior to the AGM at which the motion is to be considered. Consideration of any motion shall be subject to the approval of the Board of Directors.
- iii) Issues concerning rules of order or procedure pertaining to the AGM shall be decided by the presiding officer.

1.5 Expense Guidelines

A Annual Board Meetings

- i) All Provincial/ Territorial Presidents or designates and the Music Industry Representative shall be sponsored entirely by their respective organizations.
- ii) Attendance of the Executive, Journal Editor(s), Membership Coordinator, and Members-at-Large shall be sponsored by CMEA/ACME. In addition, the Board may opt to pay the expenses of other contributors if attendance is required and funding is available. Expenses shall cover transportation including:

- a) economy air fare and accommodation as designated by CMEA/ACME;
- b) ground transportation, via public transport, to and from the airport;
- c) auto mileage at a designated rate to be determined at the annual business meeting;
- d) parking; and
- e) per diem meal expenses — to be determined at the annual Board meeting.

Expense forms including receipts are required.

B Other Expenses

- i) Any directly incurred expense on the part of any Board member (e.g., postage, telephone, etc.) shall be reimbursed upon submission of receipts or appropriate statements, providing prior clearance has been given by the President or Board for incurring such expenses. The President shall be reimbursed for expenditures as required by the execution of his/her duties on behalf of the CMEA/ACME Board.
- ii) All expenses requiring reimbursement shall be presented to the Treasurer in clear, detailed statements with receipts whenever possible. When receipts are not possible, a signed statement will be acceptable for small sums up to \$20.00.
(See Annex 2 for expense forms.)
- iii) All expense payments shall be listed for ratification at the Annual Board meeting.
- iv) The registration, accommodation, and economy transportation expenses of the Past President shall be paid for by CMEA/ACME for attendance at the biennial ISME Conference. Cost sharing measures are encouraged.

1.6 Elections

A Overview

- i) At the expiration of his or her term the President shall succeed automatically to the office of Past President, and the President Elect, normally the Vice President, shall succeed automatically to the office of President.
- ii) Prior to each biennial election of the Association, the Board of Directors shall appoint a Nominating Committee to solicit and review nominations for Secretary-Treasurer, 2 of the Members-At-Large, and the Membership Coordinator (every 4 years) of the Board of Directors for the next year and to recommend candidates to the Board and the membership. The Nominating Committee shall consist of the Past President, who shall serve as Chair, and 2 members from present and/or past CMEA/ACME executives appointed by the Board. Every effort shall be made to present a balanced and diverse slate, particularly with respect to geography
- iii) The Vice President, Secretary-Treasurer, the Membership Coordinator, and 4 Members-At-Large of the Board of Directors shall be elected by the members of the Association. Voting shall be conducted in a manner as provided for by the Board of Directors. Ballots and necessary supporting information shall be distributed at least 60 days prior to the close of voting to all members of record who are eligible to vote. The closing date for voting shall be designated by the Board of Directors and

stated in the announcements.

- iv) Members-at-large are elected for 4-year terms, with 2 elected during each election. A Member-At-Large of the Board of Directors may be re-elected for one additional term, after which he or she shall be ineligible for the same office for a 2-year period. In no case may any person serve for more than three consecutive terms as a Member-At-Large of the Board of Directors.
- v) No person may serve for more than one 2-year term as Vice President, President, or Past President.
- vi) In the event of the death or resignation of any member of the Executive of the Board of Directors, the Board may appoint an individual to serve in that capacity for the unexpired portion of the term.

B Procedures and Responsibilities of the Nominating Committee

The Past President serves as Nominating Committee Chair and will:

- i) solicit nominations in the *Canadian Music Educator* and on the CMEA/ACME website;
- ii) contact all nominees regarding their standing for office;
- iii) obtain three letters of support for each nominee;
- iv) arrange for publication of the slate on the CMEA website and in the e-newsletter;
- v) notify all candidates as to their election status following the election;
- vi) prepare a press release for the CMEA/ACME journal, newspapers in the local jurisdictions of elected members of the Board of Directors and notify the webmaster regarding the new Officers and Directors;
- vii) contact the employers of the newly elected Board members to notify the employers of their employees' role in a national association; and
- viii) prepare a report for the subsequent AGM.

C Criteria for Nominations and Selection

- i) Nominee must be a CMEA member.
- ii) Nominee should show a capacity to undertake the role
- iii) Geographical representation will be a consideration.
- iv) All officers shall have served on the Board of Directors at least one full two-year term within the six years preceding the nomination.

D Voting

The timeline for voting is:

- i) Call for nominations will be made in issue 4 of the *Canadian Music Educator* and issue 5 of the e-newsletter (by June 30 with a deadline of August 30 for nominations).
- ii) The Nominating Committee Chair will publish the slate on the CMEA website and in volume 1 of the e-newsletter (by October 1), accompanied by a ballot.
- iii) Ballots must be returned by October 15 of the election year on-line or by e-mail.
- iv) Votes will be tallied by the Nominating Committee, and membership status confirmed by the Membership Coordinator. The results will be announced at the AGM, on the CMEA/ACME website, as well as in the next issue of the journal.
- v) Officers will assume their new roles at the AGM.

2.0 National Affiliations

Provincial/Territorial affiliation with the CMEA/ACME is a reciprocal agreement between the provincial MEA or designated provincial/territorial music education association whereby provincial/territorial members automatically become CMEA/ACME members.

Affiliation between the CMEA/ACME and provincial/ territorial music education umbrella associations that shall include:

- a] communication
- b] automatic membership in both the national and provincial/territorial associations
- c] mutual support

The Board recognizes that the province of Québec has two umbrella music education associations (QMEA and FAMEQ).

2.1 Process for Affiliation with the CMEA/ACME

Affiliated member associations require a constitution and by-laws.

In addition to informal discussions, the formal process of affiliation involves:

- i) a letter of intent from the provincial MEA to the CMEA/ACME to seek affiliation;
- ii) a motion to affiliate passed by the membership of the association seeking affiliation; and
- iii) approval of affiliation at the next annual Board meeting and AGM of the CMEA/ACME.

2.2 CMEA/ACME Responsibilities to provincial/territorial music education associations

CMEA/ACME responsibilities will include:

- i) provide the *Canadian Music Educator* and the e-newsletter to all members who opt to receive it;
- ii) include balanced national content in its journal and provide access to information about Canadian music education on its website;
- iii) develop positions on national issues and promulgate these to governmental agencies, and to other educational, cultural and music associations;
- iv) participate annually at a provincial conference when possible;
- v) co-ordinate CMEA/ACME and provincial conference date;
- vi) when possible provide a presence at provincial conferences through displays, a written message from the President, research sessions, workshops, and participation by the President or Board members;
- vii) promote research projects, papers, and surveys of national, musical, and educational significance; and
- viii) serve as the national Canadian affiliate to the International Society for Music Education [ISME] and ensure that electronic information from ISME is distributed to the CMEA/ACME membership.

2.3 Provincial/Territorial Responsibilities to the CMEA/ACME

Provincial/Territorial responsibilities will include:

- i) provide local news and supplementary content through the provincial publications for the *Canadian Music Educator* and e-newsletter;

- ii) report annually to the CMEA/ACME about provincial issues;
- iii) send membership information and updates to the CMEA/ACME membership coordinator;
- iv) remit provincial membership dues in a timely way and within the CMEA/ACME fiscal year (by June 30)
- v) brief incoming provincial presidents or their designates to the CMEA/ACME Board on CMEA/ACME matters;
- vi) send to each provincial MEA and the National Office of CMEA/ACME copies of provincial publications;
- vii) propose candidates for Honorary Life Membership and for the Jubilate Award of merit; and
- viii) host, on a rotating basis the CMEA/ACME Board of Directors for its annual meeting.
- ix) provide the Secretar-Treasury with the name, address, e-mail address, telephone and fax number (office and residence, if available) of:
 - a) the President and/or Provincial Representative;
 - b) the Editor(s) of provincial publications;
 - c) the Membership Secretary-Treasurer (for dues/data transmission, and distribution of e-newsletters); and
 - d) a provincial membership form.

3.0 International Affiliation

The International Society for Music Education (ISME) works through one national body in each country to inform individuals, institutions and others thereby about the international work of ISME and to increase membership in ISME for mutual benefit. CMEA/ACME became the ISME Affiliated National Organization (ANO) in Canada in 1990. The title changed to ISME National Affiliate (INA) in 2000. New regulations came into effect in 2002.

The duties and responsibilities of an INA are:

- to pass on information to ISME members in the nation (from a database supplied by the International Office only to the INA);
- to promote ISME in the nation by developing ISME's profile and by organizing or facilitating national participation at conferences and the like;
- to increase ISME membership in the country, by meeting agreed targets for Individual Members and Group Members;
- to contribute to ISME international projects by providing advice, contacts, personnel and materials whenever possible; and
- to provide a biennial report to the Board's mid-year meeting, and if requested to provide one at any time, showing how it is fulfilling its responsibilities, and on its interaction with ISME.

4.0 Membership

Membership in the Association shall be limited to persons interested in furthering the objects of the Corporation and require:

- a] membership in an affiliated province/territory, or
- b] written application to the CMEA/ACME Membership Coordinator (for individuals in provinces, territories, or recognized umbrella groups where there is no affiliation agreement), and
- c] payment of dues

Furthermore,

- i) The CMEA/ACME policy is not to release its membership lists in order to protect the privacy of its members. (Refer to the Privacy Policy statement).
- ii) All MEA members of affiliated provinces automatically join the CMEA/ACME through their provincial MEA.
- iii) Corporate members must apply to the Membership Coordinator for membership.
- iv) The Library subscription is for publications only and carries no membership benefits.
- v) Membership in the Association shall be for a one-year period beginning on the first of the month after which the application is received by the CMEA/ACME Membership Coordinator.
- vi) Affiliated provinces are responsible for membership drives when necessary.

4.1 Procedures

The CMEA/ACME has an evergreen membership policy that requires regular updates from provincial affiliates as new members join.

- i) All membership information and the CMEA/ACME portion of the fees are to be forwarded by affiliated provincial/territorial Membership Coordinator directly to the CMEA/ACME Membership Coordinator. CMEA membership fees should be sent within a month of the forwarding of the database.
- ii) Subscribers, corporate sponsors, and those in non-affiliated provinces join the CMEA/ACME directly through the Membership Coordinator.

4.2 Categories and Benefits

The CMEA/ACME offers annual membership for:

- A Individual members:** music educators and others who wish to be members on an individual (personal or professional) basis in the following categories.

Full

This option is for music educators and others with shared interests who want to be full members.

Benefits:

- may attend meetings, vote, and hold office; and
- receives *Canadian Music Educator* and e-newsletter.

Associate

This option is open only to those music educators teaching less than 50% music, private music teachers, or non-music teachers who have an interest in the general aims, philosophy, or activities of the CMEA/ACME.

Note: Associate membership is not available for US or international residents.

Benefits:

- may attend meetings and vote, but may not hold office; and
- receives the e-newsletter only.

Student

This option is open to those not employed as a full-time teacher who are in full-time attendance at a university/college faculty of music, or faculty of education.

Benefits:

- may attend meetings, but is not entitled to vote or to hold office; and
- receives *Canadian Music Educator* and e-newsletter.

Retired

This option is available to those who have retired from active teaching.

Benefits:

- may attend meetings, vote, and hold office; and
- receives *Canadian Music Educator* and e-newsletter.

Honorary CMEA/ACME Life Membership

A full membership received through provincial nomination and CMEA/ACME Board vote. The CMEA/ACME pays the CMEA/ACME membership costs for honorary life members.

Benefits:

- may attend meetings, vote, and hold office; and
- receives *Canadian Music Educator* and e-newsletter.

B Corporate members: for organizations, institutions, companies, etc.

Corporate members must join directly through the CMEA/ACME

Benefits:

- may attend AGM, one vote per corporation (but may not hold office);
- 10% discount on advertising; and
- receives *Canadian Music Educator* and e-newsletter.

Go to www.cmea.ca for membership forms and current membership fees.

4.3 Student Chapters

Student Chapters are encouraged in schools of music and faculties of education. Chapters may be established if the following criteria exist:

- i) a faculty member willing to mentor the Chapter;
- ii) a sufficient number of students enrolled in the faculty/department; and
- iii) a constitution and/or by-laws of the student chapter approved by the Board of Directors of the CMEA/ACME.

In affiliated provinces/territories, student chapters must be MEA and CMEA/ACME chapters, and all students must be members of both the provincial and national associations. In non-affiliated provinces/territories, student chapters must be designated as CMEA/ACME chapters. Student Chapters are

encouraged to communicate with their provincial MEA, and through the MEA with the CMEA/ACME (i.e., regular reports).

4.4 Fee Increases

The following process is in place:

- i) The CMEA/ACME Board proposes a fee increase to the provincial/territorial representatives at the annual meeting of the CMEA/ACME Board.
- ii) The provincial/territorial associations discuss the increase with their memberships and make recommendations to the CMEA/ACME Board by January of the following year.
- iii) The CMEA/ACME Board votes for or against a motion to increase its fees.
- iv) If the vote is for, all publications (provincial and national) announce the fee changes in publications from April to June.
- v) The fee increase takes place in September of the year following the CMEA/ACME AGM that passed the motion.

5.0 Subscriptions

This option is available for media centres, university libraries, and public institutions/libraries.

Benefits:

- receives *Canadian Music Educator* and e-newsletter for access by multiple readers.

6.0 Action Enabling Mechanisms

6.1 Proposals

Proposals may be sent to any member of the Executive. The process by which individuals may suggest that CMEA/ACME implement projects to be implemented, undertake new initiatives, or form new committees and task forces is as follows:

A Process

- i) Written submission of project or suggested initiative or committee (including proposed budget) is sent to the Executive.
- ii) The executive considers the written proposal.
- iii) The Executive recommends a course of action (with detailed time line, course of action, and proposed budget) to the Board of Directors of the CMEA/ACME.
- iv) The CMEA/ACME Board of Directors accepts, revises, or rejects the proposal.
- v) The president informs the person or association in writing of the decision of the board.

B Timeline

- i) After the proposal has been received by the Executive, a letter is sent acknowledging receipt of the proposal and copies are sent to all members of the Executive within ten working days.
- ii) The Executive discusses the proposal and makes a decision within 60 days of receipt of the proposal.

- iii) The Executive recommends action to the Board of Directors.
- iv) The Board of Directors accepts, revises, or rejects the proposal within 90 days after the receipt of the proposal.

A proposal submission form is available on the CMEA/ACME website.

6.2 Electronic Voting on Motions Pertaining to Board Procedural Affairs

The president will:

- 1) identify a person in charge of the process;
- 2) e-mail the motion naming mover and seconder;
- 3) provide a two-week period for discussion and identify a closing date;
- 4) re-send the motion for a vote within one week; and
- 5) tally the votes and report the results.

7.0 Publications

The publications of the CMEA/ACME reflect the many faces of music education in Canada, provoke thinking about music teaching and learning, create and nurture communication networks across Canada, and provide links to international music education.

7.1 Program

Communication is one of the primary ways through which the CMEA/ACME may fulfill its stated mission. There are different kinds of information that the CMEA/ACME must provide, including details about conferences, provincial events, advocacy, policy development, resources, etc.; information that is useful to practitioners at all levels; and research findings. As general operating principles, CMEA/ACME publications should:

- i) reflect the CMEA/ACME's position as a national association that encourages the highest standards of excellence in the teaching of music;
- ii) be of interest to music educators working in a variety of settings and from a variety of regions;
- iii) Strengthen our position as a respected profession and field of study by contributing to the bodies of both practical and scholarly knowledge in music education;
- iv) serve as a means of access to professional development;
- v) advocate for music education across Canada; and
- vi) disseminate best practices and critical reviews of available resources.

Submissions in both French and English are welcome and published. Translation services are not available.

7.2 Publications

A Canadian Music Educator

This quarterly journal publishes articles and teaching materials relevant to music teaching and learning at all grade levels, in school and out as well as scholarly articles. The emphasis is on a wide range of pedagogical approaches.

B E-newsletter

The purpose of the e-newsletter is to inform members of upcoming events, special projects, publications, and policy developments. It will be

published five times a year (October, December, February, April, June) and distributed electronically to those members who have made their e-mail addresses available.

The Vice President serves as the e-newsletter editor.

C Biennial Series

These books focus on the connection between research and practice. They present articles on topics of practical relevance to music teachers internationally. The chapters are refereed in a blind review process.

D Other Publication Projects

The CMEA/ACME has published selected books, monographs, reports, and teaching aides. Proposed publications should be approved by the Board of Directors and designed to be financially self-supporting.

7.3 Publications Advisory Committee

This Committee (PAC), appointed by the Board biennially, will provide oversight of all CMEA/ACME publications. It will consist of at least one Board Member, up to two other CMEA/ACME members selected for their expertise, and the editor(s) of the journal, e-newsletter, and biennial series (ex officio).

The Publications Advisory Committee will:

- recommend publication policies to the Board;
- administer the selection of Editor(s) and Editorial Committee members;
- review and possibly solicit non-journal publications;
- advise and support the Editor(s) on behalf of the Board;
- if necessary, appoint a temporary editor;
- develop appropriate procedures for managing and presenting the Board's publications;
- monitor the process for appointing individuals to positions on the Editorial Board and distribution of calls for future publications; and
- develop other publication projects.

7.4 Editors

The Board will advertise on the website, e-newsletter, and in two consecutive issues of the *Canadian Music Educator* for editor(s) and, after a review of applications, appoint editors for the *Canadian Music Educator* and for the biennial series. The term of the appointment will be, in each case, for four years. An editor may apply to be appointed for a further term. The editors of each publication (senior editor, when there is more than one) provide an annual written report to the Board.

The editors are responsible to the Board of Directors for the content, cost, and overall impression the journal makes as representative of its members.

Past editors of the *Canadian Music Educator* will receive a complimentary copy of the journal.

7.5 Editors of the Biennial Series

For each biennial book, the Series Editor(s) will

- i) consult widely about the theme for the next book, with the final decision made by the PAC and confirmed by the Board;
- ii) identify and draft a memorandum of agreement with the book editor(s);
- iii) facilitate the editorial process;
- iv) assure that the copyright is held by the CMEA, provide an ISBN number, and provide a copy to the National Library; and
- v) report annually to the Board.

For each biennial book, the Book Editor(s) will

- i) sign a memorandum of agreement
- ii) circulate widely a call for proposals for the book and invite authors with special knowledge in the topic to submit a chapter;
- iii) ask contributing authors to sign a copyright release of their chapters to the CMEA;
- iv) arrange for blind reviews of the abstracts;
- v) edit the book and prepare it for publication within the agreed upon timeline.

7.6 Budget

An annual budget will be prepared by the editor(s) and approved by the Board, for journals and a biennial budget for each biennium. Past Editors of the *Canadian Music Educator* will receive a complimentary membership to the CMEA/ACME.

8.0 Corporate Identity

The CMEA/ACME logo is distinctly Canadian, but its unique design indicates the name of the association in both English and French. The three heavy bars indicate a sense of strength and solidity but also the three levels of education that the CMEA/ACME represents (board, provincial and national). The implied arrowhead suggests progress, development and leadership.

Uses of the CMEA/ACME Logo

- A CMEA/ACME will use the CMEA/ACME logo:
 - for all documents, correspondence, publications, and other official representation.
- B MEA or designated provincial music education association will use the CMEA/ACME logo:
 - to identify in conference programs or promotions session presentations which are sponsored or co-sponsored by CMEA/ACME;
 - to identify in conference programs or promotions research presentations which are sponsored or co-sponsored by CMEA/ACME;
 - to accompany words of greeting, or other messages from the President or other Executive members in published materials; and
 - to identify in publications or promotions materials which are the property of CMEA/ACME.

9.0 Research

\$5,000.00 will be targeted annually (budget permitting) to fund research projects in Canadian music education, recipients to be selected by an annual, refereed competition announced in the journal (issue 4) and e-newsletter (issue 5) with a submission deadline of November 30. The winner will be chosen by December 15 by a panel of three peers selected by the CMEA/ACME Executive who will provide written notification to the winning researcher. The researcher will sign a contract drawn up by the CMEA. Results will be publicly announced in Volume 3 of the journal and the next e-newsletter. The research will be published in the *CME* and on the CMEA/ACME Web site.

10.0 Languages

The official languages of the Association shall be English and French.

11.0 Financial Year

The financial year of the corporation is from July 1 to June 30.