

Article I – Duties of the Officers

Section 1. President. It shall be the duty of the President to preside at all meetings of the Association and of the Governing Board, to enforce due observance of the Constitution, Bylaws, and Standing Resolutions; to exercise a general supervision over the affairs of the Association; with the concurrence of the Treasurer/Registrar to have the power to make emergency decisions; to appoint all committees not otherwise provided for and to serve as ex-officio member of each. The President shall represent this Association in all matters pertaining to its relationship with NAFME. When any function involves more than one Division of the Association it shall be the responsibility of the President, with the approval of the Governing Board, to secure facilities for the event and to coordinate all related activities.

Section 2. Past-President. The Past-President shall serve as advisor to the President, and shall have such other duties as may be assigned by the President or the Governing Board.

Section 3. President-Elect. The President-Elect shall succeed to the office of the presidency at the end of the current President's term of office, and shall assume the duties of the President in the event of the disability or absence of the President, and shall have other duties as may be assigned by the President or the Governing Board.

Section 4. Treasurer/Registrar. ~~It shall be the duty of the Treasurer/Registrar to collect money due to the Association; to pay bills incurred by the Association; to assist the Executive Director in financial record keeping; and to coordinate conference registration.~~

Section 5. Executive Director. ~~It shall be the duty of the Executive Director to maintain a list of the names and addresses of all members and to conduct elections as described in the Constitution and By Laws. He/She shall assist the President in implementing plans for the Professional Development Conference by procuring hotel and convention center rates and planning and conducting the exhibits. He/She shall serve as chief financial officer, collect money due to the association, pay bills incurred by the association, and present a written report at the annual meeting of the Association and at each meeting of the Governing Board. He/She shall submit his/her records for audit at the request of the Governing Board. He/she shall maintain membership in AMEA and perform such other duties as may be required by the Constitution and By Laws and the Governing Board.~~

Section 6 4. Recording Secretary. It shall be the duty of the Recording Secretary to take and disseminate minutes of AMEA business sessions at the annual Professional Development Conference and Governing Board meetings.

Section 7. Assistant Executive Director. ~~It shall be the duty of the Assistant Executive Director to aide and assist the AMEA Governing Board in planning professional development programs for the association and assist the Executive Director in implementing those plans. He/She will serve as the AMEA liaison to the State Department of Education and maintain the AMEA Constitution, Bylaws,~~

~~and Executive Handbook in cooperation with the President and Executive Director. He/She will assume the duties of the Executive Director in the case of disability or absence of the Executive Director. He/she shall maintain membership in AMEA and perform such other duties as may be required by the Constitution and By Laws, the Governing Board, and the Executive Director.~~

Article II – Duties of Division Presidents or Division Chairpersons, Executive Director, Assistant Executive Director, and Governing Board

Section 1. Divisions of the Alabama Music Educators Association. The divisions of the Alabama Music Educators Association are the Alabama Bandmasters Association (ABA), Alabama Orchestra Association (AOA), Alabama Vocal Association (AVA), Elementary/General Division, Collegiate NAFME (cNAFME), and Higher Education Division.

Section 2. Division Presidents or Chairpersons. Division Presidents or Chairpersons shall serve as members of the Governing Board, promote the interests of their respective divisions, and make recommendations to the Governing Board regarding the organization and administration of those festival events, which are the concern of their divisions. At the annual meeting of the Association, Division Presidents or Chairpersons shall be responsible for a report of the activities of their Divisions. Before relinquishing their offices, Division Presidents or Chairpersons must prepare an outline of the duties of their Divisions, with information concerning the organizational structure.

Section 5 3. Executive Director. It shall be the duty of the Executive Director to maintain a list of the names and addresses of all members and to conduct elections as described in the Constitution and By-Laws. He/She shall assist the President in implementing plans for the Professional Development Conference by procuring hotel and convention center rates and planning and conducting the exhibits. He/She shall serve as chief financial officer, collect money due to the association, pay bills incurred by the association, and present a written report at the annual meeting of the Association and at each meeting of the Governing Board. He/She shall submit his/her records for audit at the request of the Governing Board. He/she shall maintain membership in AMEA and perform such other duties as may be required by the Constitution and By-Laws and the Governing Board.

Section 7 4. Assistant Executive Director. It shall be the duty of the Assistant Executive Director to aide and assist the AMEA Governing Board in planning professional development programs for the association and assist the Executive Director in implementing those plans. ~~He/She will serve as the AMEA liaison to the State Department of Education and~~ maintain the AMEA Constitution, Bylaws, and Executive Handbook in cooperation with the President and Executive Director. **He/She will oversee and manage AMEA's website, social media accounts, and the conference app.** He/She will assume the duties of the Executive Director in the case of disability or absence of the Executive Director. He/she shall maintain membership in AMEA and perform such other duties as may be required by the Constitution and By-Laws, the Governing Board, and the Executive Director.

Section 3 5. Governing Board. The Governing Board shall schedule at least three Board meetings annually. The Board shall be responsible for establishing the official calendar of the Association,

including an annual business meeting. The Board shall arrange for an audit of the Association's financial records at least once each 12 months. No later than June 1, the Board shall report the official calendar of the Association and Division events of the coming year to the National office of the NAFME, to the Chairperson of the Activities Committee of the Alabama Association of Secondary School Principals, and to the editor of *Ala Breve Magazine*.

Rationale:

The AMEA Governing Board evaluated the job descriptions and responsibilities of all Association employees during the summer of 2023. Our evaluation resulted in creating new up to date job descriptions for each staff position in AMEA. During this review, the Governing Board also discussed the way in which our current Bylaws (Article I and II) defined officers and the Governing Board. AMEA Officers are duly elected by the membership of AMEA, serve as the voting members of the board, and hire, evaluate, and supervise the staff of AMEA. Therefore it is more appropriate for the sections outlining the role of AMEA employees to be moved from Article I: Duties of Officers to Article II: Duties of Division Presidents or Division Chairpersons and Governing Board. This change will also necessitate changing Article II's title to Duties of Division Presidents or Division Chairpersons, Executive Director, Assistant Executive Director, and Governing Board.

In addition, Article I, Section 4 needs to be eliminated to be in line with AMEA Amendment Change (2024.1 and 2024.2) voted on by the AMEA Membership Tuesday, February 20, 2024.