

Massachusetts Association for Jazz Education Bylaws

September 2010

ARTICLE 1 - NAME

The name of this organization shall be the Massachusetts Association for Jazz Education. For the purpose of identification and brevity, any mention of the Massachusetts Association for Jazz Education Inc. shall be referred to as MAJE.

ARTICLE II - OBJECTIVES

The objectives of MAJE are to:

- Increase the growth and development of jazz and jazz education in the state of Massachusetts and our neighboring states.
- Initiate programs which nurture and promote the understanding and appreciation of jazz and its heritage.
- Provide leadership to educators regarding curricula and performance of jazz.

- Assist teachers and practitioners with information and resources regarding jazz and jazz education.
- Take an active part in organizing jazz clinics, festivals, and symposia at the local and state level.
- Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III - MEMBERSHIP & APPLICATION

Section 1 - Membership

The membership of MAJE shall not be limited. Membership is free and open to all with an interest in Jazz Education in the state of Massachusetts.

ARTICLE IV - MEETINGS

Section 1 - Annual Meeting

There will be an annual meeting open to all members for the nomination and election of officers and the transaction of other business pertinent to the affairs of MAJE shall be held as the last monthly meeting of the year. The Massachusetts Association for Jazz Education shall send notice of the Annual Meeting at least ten days prior to the meeting by email to its participating members.

Section 2 - General Meetings

MAJE shall hold regular meetings from September through May or June that are open to all jazz educators. The March meeting will serve as the Annual Meeting. A list of the year's monthly meeting dates, times, and locations shall be distributed at the September general meeting.

Section 3 - Special Meetings

Special meetings may be held at any time upon the authorization of two-thirds of the Executive Committee of MAJE, or upon a written request submitted to the President by five of the members not on the Executive Committee. Notices of such meetings shall, be provided to each member of MAJE by the Secretary or the Secretary's designee at least ten days prior to the meeting.

Section 4 - Executive Committee

The Executive Committee shall meet as deemed necessary by the President for the purpose of conducting MAJE business.

Section 5 - Quorum

1. A quorum shall be set by the Executive Officers (President, Past President, Secretary, and Treasurer) at/or before each scheduled meeting.

2. A majority of the Executive Committee membership shall constitute a quorum at any Executive Committee meeting.

Section 6 - Meeting Agendas

The President shall establish meeting agendas. Any member may request that an item be placed on the agenda for discussion by contacting the President in advance of the meeting.

ARTICLE V - ELECTION OF OFFICERS

Section I - Officers

Nominations of officers shall be presented by the Nominating Committee and accepted from the floor by the members of MAJE at the Annual Meeting yearly.

Section 2 - Elections

Election shall be by a majority of those present. If there are no contests, the President shall declare the nominations closed, and the Secretary shall cast one vote for the slate as presented at the Annual Meeting yearly.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1 – Executive Committee

The executive committee of MAJE shall be President, Past President, Treasurer, and Secretary. The term of office for the officers shall be one year from July 1 to June 30 of the following year. Officers shall be eligible for reelection. The officers shall appoint Standing Committees and any other such special committee as they or the membership deem necessary. The Standing Committee shall be appointed prior to June 30.

Section 2 - Duties of the President

The President shall be the Chief Executive Officer(s) of MAJE. The President shall preside at all meetings of MAJE and the Executive Committee, and shall call such meetings as specified in Article V. The President shall submit an annual report at the Annual MAJE Meeting. It shall be the President's duty to exercise supervision over the activities and welfare of MAJE and keep the members of the Executive Committee informed of all matters pertaining to the affairs of MAJE. The President shall serve for a period of two years.

Section 3 - Duties of the Past-President

The Past President shall, in the absence of the President, perform all duties and assume all responsibilities of the President. The Past-President shall serve for a period of two years.

Section 4 - Duties of the Treasurer

The Treasurer shall receive and disburse the funds of MAJE as established by the budget and authorized by the Executive Committee. The Treasurer shall keep and preserve

proper vouchers and books of account which shall be open for examination by the Executive Committee and/or the membership of MAJE. The Treasurer shall also make the voucher records and books of account available annually for audit by an auditing committee duly appointed by the President. The Treasurer shall deposit funds of MAJE in such banks as may be approved by the Executive Committee. All checks drawn upon the funds of MAJE shall require the signature of the Treasurer, President, or Co-President. The Treasurer shall submit an annual report to the membership at the Annual Meeting. In addition, the Treasurer shall submit a financial report at each general meeting and shall also present other financial reports as may be requested by MAJE. The Treasurer will prepare a proposed annual budget for the next fiscal year. Recommendations will be based on past history, current initiatives, and President's recommendations. It is the Treasurer's responsibility to ensure that Non Profit Director and Officer Liability Insurance, and Commercial General Liability Insurance coverage is maintained on a yearly basis for the organization.

Section 7- Duties of the Secretary

The Secretary shall prepare and keep minutes of all MAJE meetings and prepare and present necessary reports to MAJE. The Secretary shall issue notification of all meetings, and perform other related duties as may be assigned by the President and Executive Committee.

Section 9 - Duties of the Executive Committee

The Executive Committee at the September or October general meeting shall present for approval to the membership recommended programs and projects for the coming year. The Executive Committee shall coordinate and execute the programs and projects approved by MAJE. The Executive Committee shall manage the affairs and funds of MAJE acting with full powers as authorized by the membership

Section 10- Vacancies

Executive Committee vacancies shall be filled by appointment for the unexpired term by a majority vote of the Executive Committee.

ARTICLE VII – NOMINATIONS

Nominations for open offices will be presented to the Executive Board for a vote at the June meeting.

ARTICLE VIII – FESTIVALS

MAJE will provide opportunities for students to participate in ratings festivals where students will perform in front of a panel of judges who in turn will award the ensemble with a rating of GOLD, SILVER, or BRONZE.

A handbook will be kept up to date that lists procedures and criteria for festivals and festival participation. The handbook will be reviewed and updated annually.

Festival chairs are requested to present reports to the Executive Committee and to communicate schedules and festival information to participating schools.

ARTICLE IX – EDUCATIONAL INITIATIVES

MAJE will provide opportunities for jazz education to students and directors in the state of Massachusetts. These events may include but not limited to clinics at festivals, visiting clinicians and/or artists, composition initiatives, or director workshops.

ARTICLE X - SCHOLARSHIPS

MAJE may provide yearly scholarships to graduating high school students in recognition of participation in the student's school jazz program. Recipients will be determined by the Executive Board at a board meeting.

ARTICLE XI – LIFETIME ACHIEVEMENT AWARDS

MAJE will issue an annual lifetime achievement award to a candidate who has demonstrated dedication to jazz and jazz education in the state of Massachusetts. Nominations for the Lifetime Achievement Award must be submitted to the President by the December meeting for voting by the attendees at this meeting.

ARTICLE XII - AMENDMENTS

Proposals for amendment to these Bylaws may be initiated by motion. Each proposed amendment must be submitted in writing to the Executive Committee who shall review the proposed amendment. After review by the Executive Committee, the Secretary shall distribute the proposed amendment in writing to all members ten days prior to the consideration of the proposed changes at an executive board meeting of MAJE. An amendment shall become effective upon receiving two-thirds affirmative vote of the membership present at this meeting.

ARTICLE XII- DISSOLUTION

- Upon the dissolution of MAJE, assets shall be distributed for one of more exempt purposes within the meaning of section 501(C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Amended 12.7.10 – Article II, bullet 6 added, Article XII – Dissolution added

Amended 3.27.11 – Article II, bullet 6 amended to match IRS requirement.

Signature **date** **position**

Signature **date** **position**

Signature **date** **position**