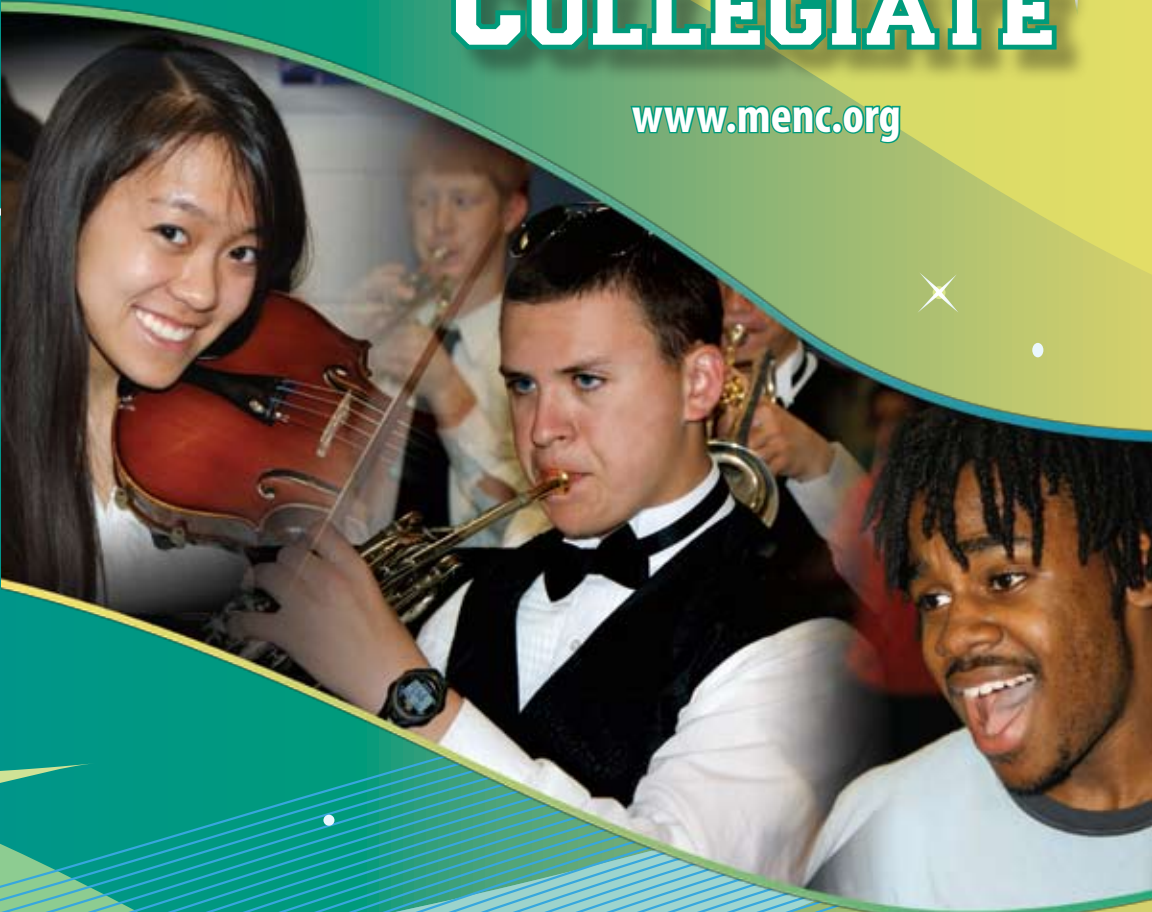


MENC COLLEGIATE

www.menc.org



Fall 2011 Chapter Handbook

A Manual of Practice and Policy for the Collegiate Chapters
of MENC: The National Association for Music Education

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Preface

This handbook has been prepared to facilitate the work of the members and advisors of the Collegiate chapters of MENC: The National Association for Music Education. It provides information on policies and procedures for Collegiate membership, the framework for communication among local, state, division, and national levels, and offers suggestions to assist students and chapter advisors in planning appropriate activities effectively and efficiently.

Some of the material in this handbook has been taken from previous editions and revised under the direction of the National Collegiate Advisory Council. Appreciation is given to the present and former members of the committee for the material contained herein. Information is current as of July 2011 and is subject to change.

Background

MENC, among the world's largest arts education organizations, is the only association that addresses all aspects of music education. Through membership of more than 75,000 active, retired, and pre-service music teachers, and with 60,000 honor students and supporters, MENC serves millions of students nationwide through activities at all teaching levels, from preschool to graduate school. Since 1907, MENC has worked to ensure that every student has access to a well-balanced, comprehensive, and high-quality program of music instruction taught by qualified teachers. MENC's activities and resources have been largely responsible for the establishment of music education as a profession, for the promotion and guidance of music study as an integral part of the school curriculum, and for the development of the National Standards for Arts Education.

Forty years later, the first chapters of MENC's Collegiate membership were established in accordance with an authorization issued in 1946 from the MENC Board of Directors.

In 1930, progenitors of these chapters were the Music Educators Journal Clubs in which ninety students were enrolled. By 1941, membership expanded to more than 1,000 students.

A number of these clubs began to undertake activities beyond the mere distribution of magazines. Some groups held meetings, elected officers, and began to identify themselves as official campus organizations. Some even ventured off campus to attend music education conventions.

Thus, beginning with an enrollment of ninety students in 1930, a foundation was laid for the inauguration of the MENC Collegiate membership program in 1946. During the 1947–48 school year, 2,734 students were enrolled as chapter members on 157 campuses.

Purpose

The purpose of MENC Collegiate membership is to afford students an opportunity for professional orientation and development while still in school, and to enable students to gain an understanding of:

- the basic truths and principles that underlie the role of music in human life;
- the philosophy and function of the music education profession;
- the professional interests of members involved in the local, state, division, and national levels;
- the music industry's role in support of music education; and
- the knowledge and practices of the professional music educator as facilitated through chapter activity.

Part I: MENC's Structure

MENC is member-driven, with planning and direction taken from its strong and diverse membership. MENC responds to the needs of membership through its structure of committees, societies, and task forces; its close ties with the federated state associations; and its elected leadership.

MENC leadership begins with the National Executive Board (NEB), the legal representative of the organization. As the governing officers of MENC, the NEB is made up of leadership at the divisional and national levels and relies on the National Assembly for information. The National Assembly, NEB's advisory body of state association leaders, holds its meetings annually and concerns itself with providing input for national policies and organizational efforts.

Divisions

MENC is divided into six geographical divisions: Eastern, North Central, Northwest, Southern, Southwestern, and Western. All divisions have elected and appointed leaders that represent regional concerns and provide input for national issues and efforts.

Several divisions offer biennial conferences. Division conferences draw members from different states in the region, offering a variety of concerts, workshops, lectures, industry exhibits, and more. In addition, some divisions sponsor occasional symposia on topics of special interest.

Federated State Associations

MENC maintains close relations with its fifty-two federated state music educators associations. MENC and the state associations work together to form a tight network of information and resources. The state associations function independently of MENC, addressing state-level concerns and offering a variety of membership activities, including in-service conferences and seminars, festivals, and competitions.

Membership in the national and state organizations is reciprocal. Students who apply for Collegiate membership become members of MENC and their state association, entitling them to the rights and privileges associated with membership at the national level (except voting and holding office) and state levels. For more details, see Part IV: Member Benefits and Services.

Part II:

MENC Collegiate Chapter Structure

Eligibility

MENC Collegiate membership is a membership classification that provides for student participation at the college and university levels through authorized Collegiate chapters.

Any college or university that is qualified to prepare students for certification and employment as music teachers in public, private, or parochial schools, or that offers a preparatory program for a teacher education curriculum that may lead to such certification, may form a Collegiate chapter of MENC. The following requirements are necessary to form a Collegiate chapter:

- the head of the institution's music or fine arts department or its school of music must give his or her approval;
- a designated member of the faculty who is an MENC member must be appointed as the chapter advisor; and
- at least one student must be enrolled as a Collegiate member.

The chapter bears the name of the institution within which it is organized, and a number is assigned to each chapter by the MENC national office.

Organization

Some chapters may find that an unstructured organization will meet the needs of their membership, but in most cases, chapters will benefit from a firm organizational structure in which officers are elected, regular programs and meetings are planned and implemented, and special activities are established.

Advisor

The chapter advisor serves as the most important link in the chain of communication between Collegiate members and MENC. Each chapter must have an advisor who is a member of the music faculty at the host institution and who is appointed by the department chairperson. A co-advisor may be selected to assist the advisor when necessary.

Chapter advisors must be:

- members of MENC;
- members of a college music faculty who are dedicated to the preparation of music teachers;
- interested in the teaching profession and in the enhancement of the school music program;
- understanding of the aims and objectives of music education in the schools; and
- enthusiastic and able to organize.

Chapter advisors have the following responsibilities:

- act as representatives of MENC to the students;
- inform the students of the nature, purpose, and function of MENC;
- encourage interest and participation of students in MENC activities;
- act as liaisons with the various levels of MENC;
- serve as advisors and guides in formulation of chapter programs and policies;
- serve as resource persons;
- encourage students to activate their membership online through the MENC website. If students prefer, the students can download a copy of the MENC Collegiate application form from the MENC website, complete the form, and remit it with their dues based on their state affiliation.
(Note: Advisors may collect an additional local fee for chapter operation. Some advisors may choose not to collect a local fee from their student members. If local fees are collected, these will be independent of MENC dues and shall not be mandated, administered, or regulated by MENC. The advisor and chapter members are responsible for the collection and management of these local fees if imposed.);
- receive and distribute fall enrollment materials to potential members;
- explain the benefits of MENC Collegiate membership during orientation meetings, methods classes, and other functions that involve music education students;
- receive the August, September, and October MENC publications in bulk and distribute these periodicals to their students to promote MENC membership;
- encourage the development of student initiative, leadership, and imagination to build a sense of responsibility on the part of students;
- help officers in fulfilling their respective duties, including the maintenance of chapter records;
- meet with chapter officers to help with planning and implementing chapter activities;
- promote professional attitudes among chapter members;
- work for support of the chapter by members of the college faculty and explore with department chairpersons the possible funding of chapter activities;
- represent the interests of the chapter on campus and at MENC functions; and
- promote the concept of chapter importance in training music education students.

Officers

Each chapter should elect a president, vice president/president-elect, secretary, and treasurer. Additional officers and committees may be useful for involving members and expediting the work of the chapter. If possible, a system of carryover from year to year should be instituted. The elected officers and the chapter advisor, who acts in an ex officio capacity, constitute the Executive Committee.

The members of the Executive Committee assist the chapter advisor with these functions:

- act as liaison to the MENC national office and the National Collegiate Advisory Council.
- respond promptly to all correspondence sent by MENC national office and the members of the National Collegiate Advisory Council;
- conduct a membership drive at the beginning of the school year;
- announce the date, location, and time of each chapter meeting;
- maintain a bulletin board for dissemination of information to members;

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- announce the dates and locations of the upcoming state, division, and national conferences; and
 - draw up a workable chapter constitution that specifies method and time for election of officers and maintenance of the chapter. (A sample constitution is included in Appendix B. Chapters are encouraged to modify this basic structure to meet their needs.)

Officer Duties

President

The chapter president should perform the following duties:

- preside at chapter meetings;
- represent the chapter on- and off-campus;
- uphold the principles of the constitution established by the chapter;
- develop an agenda and preside at Executive Committee and chapter meetings; and
- appoint standing committees approved by the Executive Committee.

Vice President/President-Elect

The chapter vice president/president-elect should perform the following duties:

- preside at Executive Committee and chapter meetings in the absence of the president;
- coordinate the membership drive;
- contact guest speakers chosen by the Executive Committee;
- introduce speakers and other guests at chapter meetings;
- publicize meetings and other activities; and
- inform other Collegiate chapters in your state of your chapter activities.

Secretary

The chapter secretary should perform the following duties:

- record and distribute the minutes of Executive Committee and chapter meetings;
- provide information regarding the chapter as requested by the chapter president and advisor;
- prepare letters of confirmation and appreciation for guest speakers;
- report chapter activities for publication in state or national periodicals; and
- inform other Collegiate chapters in your state of your chapter activities.

Treasurer

The chapter treasurer should perform the following duties:

- assist the chapter advisor in collecting completed applications for Collegiate membership;
- maintain membership records and prepare a chapter roster at the conclusion of the enrollment period; and
- maintain the chapter's financial records.

Other Officers and Committees

Other officers may be elected (for example, parliamentarian, archivist, editor) in order to distribute business more evenly among members and to create a larger Executive Committee. The following are additional committees within a chapter that may be appointed by the chapter president and approved by the Executive Committee:

- Fund-Raising
- Membership
- Social
- Publicity
- Special Projects
- Legislative Action
- Music In Our Schools Month[®]
- Tri-M[®] Music Honor Society

(For more information on MIOSM[®] and Tri-M[®], see the MENC website at www.menc.org, or call 800-336-3768).

Continuity

Advisor and officer continuity from one year to the next is encouraged to ensure chapter existence, development, and continuous growth.

- The vice-president/president-elect should serve as the president in the following term.
- Chapter advisors should serve at least a full academic year.
- Newly elected officers should be given records and other pertinent information from previous officers and from the chapter advisor.
- Procedures for chapter operations should be established in writing to ensure continuity of organizational processes.
- Detailed records of chapter programs and activities should be maintained so that activities of previous years may be reviewed and evaluated for the formation of future activities.

State Collegiate Chapters

Some states have a state Collegiate chapter that includes representatives from each chapter in the state. State Collegiate chapters are organized, composed, and governed by the federated state associations. Existing state chapters have served to broaden the scope of MENC Collegiate membership by providing a larger forum for the exchange of ideas among local chapters and individual Collegiate members. The establishment of state Collegiate chapters is encouraged to allow a wide area of project participation.

For more information, the federated state music educators association in which the chapter exists should be contacted. Call MENC Collegiate Membership at 800-336-0229 for information on whom to contact in your state.

Part III:

MENC Collegiate Membership Eligibility and Dues

Eligibility

Students who are enrolled in an institution of higher education, who are interested in music education, and who are not employed full-time in the field of music education are eligible for Collegiate membership in MENC. Such students become members of MENC through their institutions' Collegiate chapters when proper remittance and a completed application are received at the MENC national office via the MENC website, by fax, or by mail.

National and State Dues

National dues for MENC Collegiate membership are for an academic year (Collegiate membership expires June 30). The total dues collected each year for MENC Collegiate membership represent both national and state dues. National dues for MENC Collegiate membership are less than one-third the cost of regular MENC membership. State dues are appropriated by each state music educator's association. Students eligible for MENC Collegiate membership become members of MENC and their federated state music educators association when proper dues are sent to the MENC national office.

Local Fees

Advisors may collect an additional local fee for chapter operation. Advisors may choose not to collect a local fee from their student members. IF local fees are collected, these will be independent of MENC dues and shall not be mandated, administered, or regulated by MENC. The advisor and chapter members are responsible for the collection and management of these local fees if imposed.

Part IV:

Member Benefits and Services

Upon MENC's receipt of proper remittance and a completed application, Collegiate members are entitled to the membership benefits and services described in this section for a full academic year.

Periodicals

As part of membership, each Collegiate member of MENC receives a membership card and MENC periodicals *Music Educators Journal* or *Teaching Music* (August through April)*. Together, these periodicals offer articles on teaching approaches and philosophies, current trends and issues in music education, classroom techniques, the latest products and services, and up-to-date news relating to the music education field. If applicable, Collegiate members also receive their state music educators association's periodical.**

Students should be encouraged to read the *Music Educators Journal*, *Teaching Music*, and their state's publication. A large percentage of the chapters have a planned program for the use of the periodicals that includes:

- assignments in music education classes, followed by discussion periods and quizzes;
- reports given at monthly meetings;
- attention drawn by the advisor to articles of general interest and need; and
- resource material on current studies and methods.

MENC Member Updates

Collegiate members can elect to receive weekly e-mail updates from MENC regarding timely news and events in music education.

Optional Upgrade

Collegiate members may also subscribe to the optional periodical, *Journal of Research in Music Education* by paying the appropriate subscription fee. This journal, a collection of recent research findings by music specialists, includes thorough analysis of theories and projects by respected music researchers.

Online Journals

The following online journals are available to members free of charge at www.menc.org.

* Chapter advisors will distribute August, September, and October issues of *Teaching Music* and *Music Educators Journal*. If a student's application is PROCESSED BY AUGUST 15, they will receive MENC NOVEMBER through APRIL ISSUES, otherwise they will start receiving issues approximately 30 days after PROCESSING of their application by MENC. (Delivery estimate is not guaranteed).

** The periodicals issued by the state associations are sent directly from the state associations. MENC is not responsible for supplying the states' issues.

MENC Collegiate NewsLink — Designed to meet the needs of Collegiate members, this e-magazine offers articles and news explaining how to expand upon your classroom education to better prepare you for the real experience of teaching.

Music Educators Journal (MEJ) — offers timely articles on teaching approaches and philosophies, current trends and issues in music education, classroom techniques, and the latest in products and services.

General Music Today (GMT) — a respected journal that offers high-quality articles to keep you on top of emerging trends, effective lesson ideas, and new materials for teaching general music at all levels. Don't miss the wealth of information and ideas you'll receive from this journal, created especially for the general music educator.

Journal of Music Teacher Education (JMTE) — a publication focusing on topics of interest to professors involved in music teacher training. This journal will bring you information on state-mandated curricula, certification issues, reform movements, methods courses, and more.

UPDATE: Applications of Research in Music Education — a wealth of practical applications for research findings in general music, choral, instrumental, and special topics in music education. *UPDATE* offers information in a jargon-free, easily accessible style to keep you up-to-date on new ideas and trends in research and creative ways to apply them in the classroom.

Journal of Research in Music Education (JRME) —If you subscribe to JRME, this publication's back issues will also be available to you online.

Member Discounts

MENC Resources

MENC Collegiate members receive a 25 percent discount on MENC resources including publications (by using code MENC25), resources, and other items covering a wide range of music education topics. For a list of books, visit www.rowmaneducation.com. For MENC specialty items and other resources, visit www.menc.org/resources.

For Book Orders — contact Rowman & Littlefield customer service at 800-462-6420. For MENC resources and collegiate specialty items — contact MENC Member Services at 800-820-0229.

MENC Introductory Membership

Graduating Collegiate members will have the opportunity to receive regular MENC membership at a special introductory rate in the year of or in the year immediately following their graduation, as a first-year teacher employed full-time in music education.

MENC Website

MENC's website is the online information source for music educators. The site

features MENC's Career Center; "My Music Class," an online teaching idea center and lesson plan library; weekly articles on topics of interest to band, chorus, orchestra, general music, jazz, higher education, and student teachers; advocacy resources; MENC's online journals; and much more.

Future Teachers Forum

The online Future Teachers Forum is a place to share concerns and ideas of interest to music education students with MENC members around the nation. Accessible at www.menc.org/forums.

Online Professional Development

Through MENC's Band, Orchestra, Chorus, General Music, and Higher Education, and Jazz forums, MENC Collegiate members can interact with and learn from music education experts online. The forums each feature an MENC member mentor every month to answer member questions. Accessible at www.menc.org/forums.

MENC Online Job Center

The online Job Center provides current listings of open positions for all specialties and levels in music education. Members can also post their background information on-line for employers to review. This service is offered year-round on the MENC home page. For more information, visit www.menc.org.

Conferences

MENC Collegiate members have the privilege of attending all national, division, and state conferences upon registration, which is usually offered to Collegiate members at a discounted rate.

In 2010, MENC national meetings took on a new structure. MENC will offer the "Music Education Week" experience each June, with content focusing on strategic action to sustain and improve professional efforts, plus practical workshops for music educators and future teachers. In March of even-numbered years, MENC's Biennial Music Educators National Conference (focusing on research and teacher education) will convene in the Western US. This event will feature sessions and workshops specifically for college students. Visit www.menc.org for further information.

By attending in-service conferences, Collegiate members have a place where they may associate with members of the profession and Collegiate members from other schools. The conferences provide a variety of activities for Collegiate members including clinical and formal sessions, special interest workshops, musical performances, and informal receptions. In addition, conferences host exhibits to display an assortment of the latest music materials and equipment available to music teachers that are perhaps not readily available or even familiar to the students.

MENC Collegiate Recognition Program

Developed specifically for MENC Collegiate chapters and their members, the purpose of the MENC Collegiate Recognition Program is to acknowledge chapters and their members for exemplary chapter activities and member achievements, and thereby provide models of achievement for other chapters and Collegiate members.

All active Collegiate chapters and Collegiate members of MENC are eligible to participate in the MENC Collegiate Recognition Program. Recognition is presented to chapters and members in accordance with the guidelines established by the MENC National Executive Board for each category. Special instructions, requirements, and application deadlines apply for each category.

Chapter Growth

Chapter Growth Recognition was established to stimulate growth in Collegiate membership. This recognition is given to chapters that increase their enrollment from the previous year. Recipients receive a Certificate of Recognition from MENC. No application is necessary.

Chapter of Excellence

The Chapter of Excellence Recognition was developed to distinguish chapters for their successful chapter music programs, professional development projects, recruitment techniques, and service projects. This recognition is conferred annually and is based on the significant contributions made by the chapter to the development of the MENC Collegiate membership program at its institution.

Up to three Chapter of Excellence descriptions will be selected for recognition in each of the four categories (twelve total). Each selected chapter will receive a plaque from MENC and will be recognized in an issue of *Teaching Music* or *Music Educators Journal*. Additionally, the selection committee has the option to bestow up to three Chapter of Excellence honorable mention certificates for exceptional entries not selected.

Professional Achievement

The purpose of the Professional Achievement Recognition is to acknowledge individual Collegiate members for their commitment and dedication to MENC and music education. This recognition is given to Collegiate members who have served their chapters in an exemplary manner. Recipients of this recognition receive a Certificate of Achievement and a specially designed lapel pin.

Caitlin Merie Hurrey Scholarship

Senior recipients of the Professional Achievement Recognition will automatically qualify for the Caitlin Merie Hurrey Collegiate Senior Scholarship. A committee designated by the Earl Hurrey Family will make a recommendation for the Caitlin Merie Hurrey Memorial Scholarship [subject to the approval of the governing council of the Caitlin Merie Hurrey (CMH) Memorial Scholarship Fund] based on that student's academic achievement and collegiate chapter involvement. The Caitlin Merie Hurrey Memorial Scholarship Fund is presented in conjunction with MENC and The Fund for the Advancement of Music Education (FAME). This element of the Fund was created to assist graduating MENC Collegiate members with professional development.

Advocacy

MENC is America’s voice for all aspects of music education. Fostering and developing relationships with government officials and agencies through advocacy and outreach efforts is an important component of that voice. In order to continue to enhance music education’s stature in local and national legislative policy conversations, MENC and its members must work to increase and diversify advocacy methodology both by nurturing bonds with potential allies and by continuing to spread the power of music to our nation’s youth through the most effective tool that we have: teaching.

Tri-M® Music Honor Society

The Tri-M Music Honor Society is the MENC program to recognize musical achievement of high school and middle school students. Through more than 5,000 chartered chapters, thousands of students worldwide have received recognition for their efforts and musical accomplishments.

Collegiate chapters can work with local Tri-M chapters on various projects (mentoring programs, performances, community service projects, etc.), or can assist area music teachers in establishing Tri-M chapters in schools where none exist. For more information on the Tri-M Music Honor Society, visit the MENC website at www.menc.org/resources or call MENC Tri-M Membership at 800-336-3768.

Optional Membership Services

Visit the MENC website, www.menc.org, and take a membership tour to view current optional membership features such as subscription discounts, insurance opportunities, and banking services.

Part V:

Chapter Activities and Projects

The following suggestions were created by the Task Force for Collegiate Membership. The task force was formed to discuss Collegiate issues and to formulate ideas to improve Collegiate membership growth. It consisted of a specialized team of music educators. They formulated the following suggestions for Collegiate chapters to use as a basis for successful membership growth and for successful activities and projects.

Meetings

The number of meetings each year may vary according to local need and opportunity. Monthly meetings are recommended during the academic year. However, schedules should be flexible to permit meetings with special guests or for special purposes.

The following are suggestions for chapter meeting topics and activities:

Enlist the following speakers for topics to include:

- new faculty members to discuss their backgrounds and philosophies;
- experienced teachers to discuss their experiences and problems;
- a panel of public school teachers who can discuss how the chapter can contribute to the success of Music In Our Schools Month® in the local schools;
- a panel of teachers to discuss studio teaching versus classroom teaching or public schools versus private schools;
- community representatives to discuss various aspects of music in community life;
- representatives from the music industry to discuss working with music dealers, careers in the industry, retailing, and so on;
- faculty from other departments to discuss performance anxiety, stage presence, stress management, time management, relaxation techniques, resolving conflicts, assertive discipline, and various concepts and techniques in contemporary education;
- classroom teachers and guidance personnel to discuss their relationships with music specialists and the special problems involved;
- other resource teachers (art, physical education, audiovisual, library) to discuss the relationships between their special areas and music;
- composers, conductors, and performers for lectures or lecture-recitals;
- international visitors to discuss music and music education in other countries;
- students with unusual backgrounds or experiences (winners of national scholarships, student teachers who teach abroad, foreign exchange students, and students who have expertise in marching techniques, auxiliary units, arranging, composing, and so on);
- state, division, or national officers of MENC to help orient Collegiate members to the professional organization;
- representatives from placement bureaus, teachers' agencies, or personnel departments to explain professional opportunities, education requirements, and career development;
- representatives from the county or state departments of education to explain certification, teaching requirements, and other pertinent matters;

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- school administrators to discuss the interrelationship of the special-subject teacher and the program of general education;
 - university or departmental graduate coordinators to discuss the procedure for applying to graduate schools;
 - theory and/or musicology faculty to discuss the effective use of knowledge in theory/music history in conducting rehearsals and preparing for performances; and
 - a panel of student teachers or first-year teachers to discuss their professional experiences.

During chapter meetings the following may be included:

- new student orientation seminar during one of the first meetings of the year;
- introduction of new faculty members in the beginning of the school year;
- promotion of chapter membership enrollment on campus by explaining to students the nature and functions of MENC;
- preparation and implementation of meaningful and exciting chapter meetings on a regular basis;
- sponsorship of performances at area schools and community centers; and
- demonstrations, workshops, panels, discussions, reports, and the like, related to topics such as:

Articles from *Music Educators Journal*, *Teaching Music*, and other professional periodicals

Multimedia and how to use it effectively in teaching music

Band pageantry

Computers in music and music education for teaching as well as record keeping

Contemporary music using electronic music, computers, synthesizers, and so on

Creativity

Evaluation and adjudication techniques

Legal aspects of teaching

Marketing for the profession

MENC media products

Music and lifelong learning

Music for exceptional children (students with disabilities, gifted students, and others)

Music in early childhood

Music in general education

Music selection and concert programming

Opera and musical theater

Portfolio formation and maintenance

Preparatory talks and follow-up reports of attendance at national, division, and state conferences

Research in music education

Show choirs and choreography

Sight-reading for area teachers and university and high school students

Techniques for audio and video recording

Recruitment

The following techniques for membership recruitment are suggestions for the basis of MENC Collegiate membership growth:

- **Start early.** Before each school year ends, let all members know that their membership is valued and that their commitment to continued membership represents important and respected professionalism.
- **Activate memberships at the end of summer.** Encourage members to go online after July 1 to activate their membership before school starts. This will ensure the receipt of all MENC periodicals during the school year and will allow access to the MENC website job postings through the summer.
- **Roll out the red carpet for freshmen.** Prior to their arrival on campus, write to all freshmen and transfer students to welcome them into your music education program and invite them to join your MENC Collegiate chapter.
- **Use school resources to recruit members.** Have high school music teachers inform their students of the professional organization and ways to become involved when in college. Arrange to speak at meetings of Tri-M[®] Music Honor Society chapters at area high schools.
- **Hang welcome signs.** Let both new and returning students know that your Collegiate chapter welcomes all students back to campus and to your chapter activities.
- **Inform and publicize.** Post publicity posters throughout the school and/or music department to let all students and faculty know the details of your membership drive, meeting schedule, major events, guest speakers, and regular activities (catchy phrases such as “Begin Your Profession,” “Don’t teach without us,” “If you are in music, you belong in MENC,” “Music education needs Collegiates,” may be useful).
- **Set up an MENC registration table.** Staff a registration table with chapter officers and student leaders on campus during the first week of school, keeping the table open and frequently available during specified daily hours.
- **Establish special registration times.** Announce a special registration period before or after a performance when most of the music majors will be available.
- **Host a back-to-school party.** Sponsor a party or reception during the first week of a new school year to enable students to renew friendships, meet new faculty, and set the stage for the coming year.
- **Retain members through personal contact.** Follow up on former members who have not rejoined.
- **Explore non-traditional target populations during membership drives.** Examples include students in music minors, military, and graduate studies.
- **Enlist the entire music faculty in advocating Collegiate membership.** Ask the faculty to read announcements about your chapter in their music classes (faculty support sends a strong and powerful message to all students).
- **Have faculty members write letters of support.** A greeting early in the year and a “thank you” toward the end of the year from a faculty member may have strong influence on a potential member.
- **Inform the administration and ask for their support.** When students hear the dean, director, or department chairperson advocate the professional activity offered by your chapter, they notice that those at the top are supportive.

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- **Relate chapter activities to the annual state conference.** Many current teachers attribute their commitment to MENC to the professional and social experience they had as students during their state conferences.
 - **Invite state, division, and national leaders to meetings.** Ask state and district MENC officials to present professional seminars that offer topics of special interest related to teaching careers and leadership opportunities.
 - **Be enthusiastic.** Chapter officers and advisors should project an image of excitement and commitment.
 - **Maintain a professional image.** Sponsor activities and meetings that emphasize professional development.
 - **Evaluate potential leaders carefully.** Early in their academic careers, attempt to identify students who might become chapter officers.

Professional and Service Projects

The following projects are suggestions for chapter involvement:

- Initiate a program of professional development in order to provide practical and professional field experiences early in the life of the prospective music educator.
- Sponsor projects that benefit the department (musical performances, departmental beautification projects, and so on).
- Integrate chapter activities with classroom assignments.
- Sponsor a scholarship for a music education major.
- Maintain a special bulletin board for posting pertinent materials from chapter, state, division, and national sources related to Collegiate membership and to the general interests of music.
- Cooperate in joint meetings and activities with other campus groups (such as Sigma Alpha Iota, Phi Mu Alpha Sinfonia, Student National Education Association) and off-campus groups (such as music teacher groups, music clubs, MusicFriends, Tri-M[®] chapters, and PTA groups).
- Help with freshman orientation activities.
- Initiate a Big Brother/Big Sister program for incoming freshmen.
- Sponsor a sing-a-long. Assign a choral director to each interested group on campus and present a combined public concert on campus.
- Sponsor chapter or departmental social activities (picnics, banquets, receptions, luncheons, dinners, dances, and so on).
- Cooperate with state, regional, and local music education activities held on campus or in the community.
- Serve as hospitality committee or host for music education meetings or similar events held on the campus or in the community.
- Provide music programs and concerts for retirement homes, hospitals, prisons, and other institutions.
- Organize a “music is for children” program to acquaint children with various aspects of music and to provide members with an opportunity to interact with children.
- Organize a tutoring service for underprivileged children (students with disabilities, culturally disadvantaged children, and others).
- Sponsor a classroom concert series for area public schools.
- Sponsor assemblies and other programs for elementary and secondary schools, your department, and/or campus.
- Participate in high school career day activities.

-
- Involve the public schools, community, and media in an in-depth program for Music In Our Schools Month®.
 - Sponsor and participate in festivals and contests.
 - Attend junior and senior high school music festivals and contests and offer to assist with rehearsals (sit in sections with students to help with mechanics, direct or assist with sectional rehearsals, and so on) and to participate in the adjudications.
 - Offer to help at music festivals and contests by ushering, collecting tickets, and serving as guides.
 - Present an evening of opera and symphony familiarization prior to performances on campus.
 - Sponsor a conference for all Collegiate members in the state.
 - Sponsor a series of radio programs on music appreciation, Music In Our Schools Month , highlights in the department, chapter activities, chapter meetings, and concert schedules.
 - Produce a presentation or video of chapter and departmental activities for recruitment and information purposes.
 - Submit articles of interest to local news media and to MENC.
 - Publish a music department newsletter or alumni bulletin for music graduates.
 - Become involved in the activities and projects of local Tri-M® Music Honor Society chapters.
 - Plan to attend state, division, and MENC national events.
 - Encourage and support attendance at professional meetings and conferences.
 - Offer assistance at state, division, and national conferences by hosting a Collegiate member lounge, hosting performing groups, and helping in office, registration, and job center areas.
 - Plan to visit:
 - MENC national office
 - State departments of education
 - Music publishing firms and printing plants
 - Piano, organ, and instrument factories
 - Recording companies
 - Radio and television stations
 - Orchestra, band, and opera rehearsals
 - Elementary and secondary schools, and other colleges and universities
 - Special-interest clinics and conferences

Fund-Raising

Fund-raising is as vital to public relations as it is to profit generation. Always consider the benefit to your funder when developing fund-raising plans.

Examples:

If you are having a “rock-a-thon,” “dance-a-thon,” or “anything-a-thon” ... hold it at a local business. The business will probably be happy to supply the contestants with refreshments and publicity because of the increased traffic to their location. And guess who will be a loyal supporter of your program in the future ... the management and employees of that business!

Sell stock in a project, trip, or event sponsored by your chapter. Include your sponsor in the event’s success by holding a “Stockholders Dinner,” during which videos, photos, and testimonials of participants can be presented.

Tips for Developing Fund-Raising Ideas:

- Set financial goals for the year in dollars per volunteers available. Limit fund-raising projects to three a year.
- Limit the length of the project (usually two weeks). Begin early in the school year to avoid competing with other events.
- Energize volunteers by selling the project’s benefits to them, either as individuals or a group. Concrete goals work best. Never assume that the people know what they are supposed to do.
- Always reward volunteers who sell above the goal. Small incentives, such as free pizzas or movies donated by local businesses, can increase sales up to 20 percent. Keep competition friendly.
- When selecting a fund-raising product supplier, focus on the most dollars raised, not on the profit margin. Research the company’s reputation and product quality. Look for assistance in planning and avoiding pitfalls.

Fund-Raising Resources:

- *All Fundraising Companies* free directory of 1,200 companies (www.fundraisingcompanies.net)
- *Association of Fund Raisers and Direct Sellers* Web site and “Fundraising Fundamentals” pamphlet (www.afrds.org), 404-252-3663.

Part VI: The National Collegiate Advisory Council

Function

The National Collegiate Advisory Council is composed of the national Collegiate chairperson, the national Collegiate chair-elect, the immediate past chairperson, the division and state chairpersons, and one appointed student representative from each of the six divisions. The National Collegiate Advisory Committee shall:

- promote and encourage meaningful participation by students in all programs of MENC;
- support the continued growth of MENC Collegiate membership;
- continually seek new means to facilitate the transition from student to professional educator;
- develop an agenda for council meetings to interpret MENC goals and objectives as they apply to Collegiate members and to implement processes with which the council can accomplish its mission;
- maintain liaison between local chapters and the MENC staff and between local chapters, state chairpersons, state organizations, and the MENC National Executive Board;
- develop effective communications by implementing a communication system that will give Collegiate members access to each other and to all areas of MENC;
- plan and coordinate Collegiate activities at national conferences to secure the input and participation of Collegiate members; and
- promote the interests of Collegiate members in the capacities of management, support, coordination, planning, and leadership at the national level.

Note: All governance issues mirror the by-laws established by the MENC National Executive Board.

Council Members

National Collegiate Chairperson

The national Collegiate chairperson serves a two-year term in conjunction with the MENC president as the advisor for the MENC Collegiate membership program and a consecutive two-year term as immediate past chairperson.

Qualifications

The national Collegiate chairperson must be:

- a full, active member of MENC;
- a member of a college or university music faculty who is directly involved in music education;
- elected national chair-elect two years prior to taking office;
- an individual who has been successful as a chapter advisor;
- fully acquainted with MENC and its structure, Collegiate activities, and programs;

-
- interested in the growth of the profession through active participation in professional meetings at all levels;
 - interested in promoting the MENC Collegiate membership program as an essential facet in the preparation of music educators; and
 - aware of challenges, issues, and trends in teacher education, and knowledgeable in the current challenges in music education.

Responsibilities

The national Collegiate chairperson:

- serves as chairperson of the National Collegiate Advisory Council;
- serves as a member of the MENC National Assembly;
- acts as a liaison with the national president of MENC;
- plans and implements functions for the Collegiate membership program in coordination with the MENC national office;
- maintains communication with Collegiate national chair-elect, immediate past chairperson, and division chairpersons, as well as state chairpersons, student division representatives, and chapter advisors;
- with the national and divisional chairs, annually evaluates the MENC Chapter of Excellence entries to help determine which activities will be selected for that year's recognition.
- plans and coordinates Collegiate membership activities for MENC national events;
- serves as the nominating committee chairperson for the election of the national Collegiate chair-elect; and
- develops an agenda and presides at the National Collegiate Advisory Council meeting.

National Collegiate Chair-Elect

The national Collegiate chair-elect is elected by the National Collegiate Advisory Council (NCAC) and serves a two-year term, in conjunction with the MENC president-elect, in preparation for a two-year term as the national Collegiate chairperson and ultimately a two-year term as the immediate past chairperson. This position is a six-year commitment and follows the consecutive terms of the MENC president's obligations. Upon taking office, it is advised that the chair-elect resign any other NCAC positions he/she holds at that time.

Qualifications

The national Collegiate chair-elect must be:

- a full, active member of MENC;
- a member of a college or university music faculty who is directly involved in music education;
- able to assume the duties and responsibilities of the national chairperson in the event that individual is unable to fulfill his/her duties and responsibilities;
- a division or state collegiate chairperson presently or within the past two years;
- an individual who has been successful as a chapter advisor;

-
- fully acquainted with MENC and its structure, Collegiate activities, and programs;
 - interested in the growth of the profession through active participation in professional meetings at all levels;
 - interested in promoting the MENC Collegiate membership program as an essential facet in the preparation of music educators; and
 - aware of challenges, issues, and trends in teacher education, and knowledgeable in the current challenges in music education.

Responsibilities

The national Collegiate chair-elect:

- serves as advisor to the national Collegiate chairperson;
- assists in planning and implementing functions for the Collegiate membership program in coordination with the MENC national office;
- maintains communication with Collegiate national chairperson, immediate past chairperson, and division chairpersons, as well as state chairpersons, student division representatives, and chapter advisors;
- plans and coordinates Collegiate membership activities for the MENC national event coinciding with his/her term as national Collegiate chairperson;
- serves on the nominating committee for the election of the national Collegiate chair-elect;
- with the national and divisional chairs, annually evaluates the MENC Chapter of Excellence entries to help determine which activities will be selected for that year's recognition.
- accepts other duties and responsibilities as assigned by the National Collegiate Advisory Council and the Collegiate national chairperson;

Election Process

All division and state Collegiate chairpersons serving at the time of collegiate chair-elect nomination are eligible to hold the office of national chair-elect. The outgoing national Collegiate chairperson, national chair-elect, immediate past chairperson, and the division chairpersons shall act as the nominating committee for the election. The MENC national office shall distribute a list containing the names of the division and state chairpersons to the nominating committee on or before January 15th of the election year. Each member of the nominating committee shall return a first, second, and third choice for nomination to be received by MENC no later than February 28th of the election year. Collegiate chairpersons receiving nominations are informed prior to the election in order to get their consent to run.

Procedures for the subsequent voting process among the National Collegiate Advisory Council shall be consistent with MENC national election practices.

Immediate Past National Collegiate Chairperson

The immediate past national Collegiate chairperson is the previous national Collegiate chairperson, and serves a two-year term in conjunction with the MENC immediate past president as an advisor to the MENC Collegiate membership program.

Responsibilities

The immediate past national Collegiate chairperson:

- serves as ex officio advisor to the National Collegiate Advisory Council;
- acts as a liaison with the immediate past national president of MENC;
- assists in planning and implementing functions for the Collegiate membership program in coordination with the MENC national office;
- maintains communication with the Collegiate national chairperson, national chair-elect, and division chairpersons, as well as state chairpersons, student division representatives, and chapter advisors;
- with the national and divisional chairs, annually evaluates the MENC Chapter of Excellence entries to help determine which activities will be selected for that year's recognition.
- assists in planning and coordinating Collegiate membership activities for future MENC national events;
- serves on the nominating committee for the election of the national Collegiate chair-elect.

Division Collegiate Chairpersons

The division Collegiate chairpersons serve as advisors and coordinators for the state chairpersons and their activities within the appropriate division. They also provide continuity and communication between the state and national levels. Each division Collegiate chairperson is appointed by his/her MENC division president to serve a two-year term in conjunction with the appointing president.

Qualifications

Division Collegiate chairpersons must be:

- full, active members of MENC;
- members of a college or university music faculty who are directly involved in music education;
- individuals who have previously served as state Collegiate chairpersons;
- individuals who are or have been successful chapter advisors;
- fully acquainted with MENC and its structure, Collegiate activities, and programs;
- interested in the growth of the profession through active participation in professional meetings at all levels;
- interested in promoting the Collegiate membership program of MENC as an essential facet in the preparation of music educators; and
- aware of challenges, issues, and trends in teacher education, and knowledgeable in the current challenges in music education.

Responsibilities

Division Collegiate chairpersons:

- serve as members of the National Collegiate Advisory Council;
- promote and coordinate MENC Collegiate activities on the division level;
- stimulate communication among chapters in the division;
- work with the MENC division president to further the professional growth of Collegiate membership within the division;
- assume responsibility for planning and implementing special programs for Collegiate members at division conferences;
- encourage leadership training for chapter advisors in the division to ensure proper operation and development of MENC Collegiate chapters;
- provide information concerning division Collegiate activity to the National Collegiate Advisory Council and MENC;
- with the national and divisional chairs, annually evaluate the MENC Chapter of Excellence entries to help determine which activities will be selected for that year's recognition.
- encourage the formation of chapters within the division in the institutions where none exist;
- maintain a follow-up program for new and reactivated chapters in the division, establish personal contact, and offer encouragement and assistance;
- initiate and preside over meetings of state Collegiate chairpersons whenever possible;
- encourage the appointment of qualified state Collegiate chairpersons within the division;
- approve a Collegiate member to serve on the National Collegiate Advisory Council as a student division representative for the division (student nominations will be submitted to the collegiate division chair by their individual state chairs); and
- serve on the nominating committee for the election of the national Collegiate chair-elect.

State Collegiate Chairpersons

The state Collegiate chairpersons serve as advisors and coordinators for the chapter advisors within the state concerned. They also provide continuity and communication between the chapter and state levels.

Each state Collegiate chairperson is appointed by his/her state music educators association president to serve a two-year term in conjunction with the appointing president.

Qualifications

State Collegiate chairpersons must be:

- full, active members of MENC;
- members of a college or university music faculty who are directly involved in music education;
- individuals who are or have been successful chapter advisors;
- fully acquainted with MENC and its structure, Collegiate activities, and programs;
- interested in the growth of the profession through active participation in professional meetings at all levels;
- interested in promoting the Collegiate membership program of MENC as an essential facet in the preparation of music educators; and
- aware of challenges, issues, and trends in teacher education, and knowledgeable in the current challenges in music education.

Responsibilities

State Collegiate chairpersons:

- serve as members of the National Collegiate Advisory Council;
- promote and coordinate MENC Collegiate activities on the state level;
- stimulate communication among chapters in the state;
- work with the state music educators association president to further the professional growth of Collegiate membership within the state;
- assume responsibility for planning and implementing special programs for Collegiate members at state conferences;
- encourage leadership training for chapter advisors in the state to insure proper operation and development of MENC Collegiate chapters;
- provide information concerning state Collegiate activity to the division Collegiate chairpersons and the board of directors of the state music educators association;
- encourage the formation of chapters within the state in the institutions where none exist;
- maintain a follow-up program for new and reactivated chapters in the state, establish personal contact, and offer encouragement and assistance;
- initiate and preside over meetings of chapter advisors whenever possible;
- submit chapter news and articles concerning Collegiate programs to state journals and MENC;
- visit local chapters whenever possible; and
- nominate a Collegiate member from their state to be considered by the division chairperson for the position of Student Division Representative to serve on the National Collegiate Advisory Council. Submit nominations to Collegiate Division Chair.

Student Division Representatives

An MENC Collegiate member from each of the six divisions serves as a student division representative. Each student division representative is nominated and approved through the National Collegiate Advisory Council. The current student division representative serves a term of office beginning in January of 2011 and ending June 30 of 2012.

Qualifications

Student division representatives must be:

- Collegiate members of MENC during their entire term of office;
- individuals who have shown outstanding leadership qualities in their MENC Collegiate chapter;
- fully acquainted with the structure and activities of MENC Collegiate membership; and interested in the growth of MENC Collegiate membership in their state and division.

Responsibilities*

Student division representatives:

- serve as members of the National Collegiate Advisory Council;
- work with the Collegiate chairpersons in their state and division to promote and coordinate MENC Collegiate activities on the division level;
- prepare a report to be presented at the National Collegiate Advisory Council meeting;
- attend a National Collegiate Advisory Council meeting held during even numbered years at an MENC national event.

Selection Process

Student division representatives are appointed to the National Collegiate Advisory Council via a nomination submitted by their state chairperson that is then reviewed for approval by the division chairperson.

*In the event an appointed student division representative is unable to remain a Collegiate member of MENC throughout his/her term or cannot fulfill the responsibilities of the position, the MENC national office must be immediately informed. At that time an alternate student division representative will be appointed by the appropriate division Collegiate chairperson in cooperation with the national Collegiate chair and the state Collegiate chairperson who was directly involved with the original appointment.

Appendix A:

National Collegiate Chairpersons

Term	National Collegiate Chairpersons
1947-52	Thurber H. Madison
1952-54	Dorothy G. Kelley
1954-56	Clifton A. Burmeister
1956-58	Harriet Nordholm and Wiley Housewright
1958-60	Harriet Nordholm
1960-62	Margaret S. Haynes and Clifford A. Cook
1962-64	Howard E. Ellis and Mary E. English
1964-66	Charles A. Sprenkle
1966-70	Lee Chrisman
1970-72	Thomas Carpenter
1972-74	Edith Savage
1974-76	Keith E. Eide
1976-78	Shirley Schrader
1978-80	Rosemary Simmons
1980-82	Mollie Autry
1982-84	Harriet I. Hair
1984-86	Bill McCloud
1986-88	Lou Rossman
1988-90	James D. Robertson
1990-92	Russell L. Robinson
1992-94	Diane DeNicola Orlofsky
1994-96	Susan M. Tarnowski
1996-98	Barbara Payne
1998-00	Richard C. Sang
2000-02	David J. Teachout
2002-04	Diane Falk Romaine
2004-06	Mark E. Britt
2006-08	Jill M. Sullivan
2008-10	Richard C. Sang
2010-12	Suzanne L. Burton
2012-14	Diana Hollinger

Appendix B:

Sample Constitution for MENC Collegiate Chapters

The MENC Constitution is the basic document governing the association and its organizational units, including Collegiate chapters. This sample constitution has been written to fulfill Collegiate chapter requirements and should be revised by each chapter to fulfill its individual needs. Because each chapter will have its own specific needs, bylaws have been omitted.

Preamble

Our desire is to become members of the MENC Collegiate Chapter of the (*name of college or university*). We as members have the opportunity to enjoy MENC Collegiate membership, to share its responsibilities, and to increase interest, knowledge, and productivity in all areas of music education.

Article I—Name and Affiliation

Section 1

This chapter shall be known as the (*name of college or university*) Collegiate Chapter of MENC: The National Association for Music Education and shall be listed in the MENC records as Chapter Number _____.

Section 2

This chapter shall have an affiliated relationship with the (*name of state music educators association*).

Article II—Purpose

It shall be the purpose of this organization to:

- make available to members opportunities for professional development;
- acquaint students with the privileges and responsibilities of the music education profession;
- provide all members with the opportunity to become acquainted with leaders in the music education profession through participation in programs, demonstrations, discussions, workshops, and performances planned by this chapter, the state music educators association, and MENC: The National Association for Music Education;
- assist the school in various projects throughout the year; and
- provide the opportunity to have contact with Collegiate members from other schools.

Article III—Membership Eligibility and Benefits

Section 1

Membership shall be open to any student enrolled at the (*name of college or university*) who is interested in teaching music and who is not employed full-time in the field of music education.

Section 2

Students who fulfill the requirements as stated in Section 1 may become members of this chapter on payment of dues as stated in Article IV.

Section 3

Graduating Collegiate members of this chapter will have the opportunity to receive regular MENC membership at a special introductory rate in the year of or immediately following their graduation, as a first-year teacher employed full-time in music education.

Section 4

Any member of this chapter may participate in the activities carried on by this Collegiate chapter and by MENC, including its divisions and the federated state associations. All Collegiate members, after complying with registration requirements, may attend all MENC conventions—national, divisional, and those of the federated state associations.

Section 5

Every Collegiate member of this chapter will receive issues of the official MENC periodicals *Music Educators Journal* and *Teaching Music*, and, if applicable, issues of the official state music educators association periodicals.

Section 6

Any MENC Collegiate member of this chapter may receive a subscription to the *Journal of Research in Music Education*, upon payment of the prescribed additional fee.

Section 7

All optional member services offered by MENC are available to the Collegiate members of this chapter. See Part IV: Member Benefits and Services in the *MENC Collegiate Chapter Handbook*.

Article IV—Finance

Section 1

Dues for MENC Collegiate membership are for an academic year. The total dues collected each year for MENC Collegiate membership represent both national and state dues. National dues for MENC Collegiate membership are less than one-third the cost of regular MENC membership. State dues are appropriated by each state music educators association. Students eligible for MENC Collegiate membership become members of MENC and their federated state music educators association when proper national and state dues are sent to the MENC national office.

Section 2

Nominal dues may be levied in excess of national and state dues to help finance the activities of the chapter. For the (*year*) school year, these dues will be (*amount*).

Article V—Executive Officers

Section 1

Management of this chapter is the responsibility of the Executive Council and is upheld by this constitution.

Section 2

The Executive Council shall consist of the officers of this chapter and the chapter advisor as an ex officio member.

Section 3

The Executive Council shall meet at least once between regular meetings of the chapter to organize and plan future activities.

Section 4

The Executive Council shall have the power to make necessary decisions in all matters not specifically acted upon by the group.

Article VI—Chapter Advisor

Section 1

There shall be a chapter advisor who is a member of the music faculty at (*name of college or university*) and who is a member of MENC. The chapter advisor shall serve as an ex officio member on the Executive Council.

Section 2

The responsibilities of the chapter advisor shall be to:

- act as a representative of MENC to the students;
- inform the students of the nature, purpose, and function of MENC;
- encourage interest and participation of students in MENC activities;
- act as a liaison with the various levels of MENC;
- serve as an advisor and guide in formulation of chapter programs and policies;
- serve as a resource person;
- encourage students to activate their membership online through the MENC website. If students prefer, the students can download a copy of the MENC Collegiate application form from the MENC website, complete the form, and remit it with their dues based on their state affiliation;
- receive and distribute fall enrollment materials to potential members;
- explain the benefits of MENC Collegiate membership during orientation meetings, methods classes, and other functions that involve music education students;
- receive the August, September, and October MENC publications and distribute these periodicals to their students to promote MENC membership;
- encourage the development of student initiative, leadership, and imagination, to build a sense of responsibility on the part of students;
- help officers in fulfilling their respective duties, including the maintenance of chapter records;
- meet with chapter officers to help with planning and implementing chapter activities;
- promote professional attitudes among chapter members;

-
- work for support of the chapter by members of the college faculty and explore with department chairpersons the possible funding of chapter activities;
 - represent the interests of the chapter on campus and at MENC functions; and
 - promote the concept of chapter importance in training music education students.

Article VII—Officers

Section 1

The officers of this chapter shall be president, vice president, secretary, and treasurer (*add titles of additional officers elected by chapter, if any*).

Section 2

Any candidate for office shall have been a member of this chapter for at least one full semester (or quarter) prior to nomination.

Section 3

Each officer shall assume office at the commencement of the fall term and serve throughout the entire school year.

Section 4

In the event that a vacancy occurs in the office of president, the vice president shall assume the duties of president for the remainder of the term of office. Vacancies in any of the other offices shall be filled by election.

Section 5

The officers of this chapter shall be considered the Executive Committee for the chapter.

Article VIII—Duties of Officers

Section 1

It is the duty of the president to preside at meetings, represent the organization, uphold the principles of the constitution, and appoint committees as required, subject to the approval of the Executive Council.

Section 2

It is the duty of the vice president to preside in the absence of the president and serve as chairperson of the program committee.

Section 3

It is the duty of the secretary to keep in touch with members of this chapter and other chapters, maintain close connection with the MENC national office, and report the chapter activities for publication in state and national publications.

Section 4

It is the duty of the treasurer to keep accurate records of meetings and business, keep a current roll of membership, and be responsible for and account for the collection of any monies and payment of any debts of the organization.

Article IX—Election of Officers

Section 1

Election of officers shall be held in the spring of the current year for the following school year.

Section 2

A nominating council shall draw up a slate of candidates.

Section 3

Nominations may be accepted from the floor of the meeting at which the nominating council reports.

Section 4

Any registered member of this chapter is qualified to vote in the chapter's election of officers.

Section 5

A candidate must receive a majority of the votes cast for that office to be elected.

Article X—Recall

Section 1

All officers are subject to recall by a signed petition of at least 30 percent of the membership of the chapter.

Section 2

Should a recall election occur, Article VII, Section 4, shall still apply.

Article XI—Committees

Section 1

There shall be a standing committee for programs and activities. This committee is appointed by the president, with approval of the Executive Council.

Section 2

The president shall have the power to appoint special council with the approval of the Executive Council.

Article XII—Meetings

Section 1

There shall be at least (*number*) regular meetings of this chapter per year.

Section 2

Special meetings may be called at any other time as determined by the Executive Council.

Article XIII—Amendments

Section 1

This constitution may be amended by a two-thirds majority vote of the membership.

Section 2

All members shall receive notice of proposed amendments ten days before the meeting.

Important MENC Contact Information

Website	www.menc.org
Email	Collegiate@menc2.org
General Information	800-336-3768 (toll-free)
& Collegiate Membership	703-860-4000 (local)
Member Service	800-828-0229
Fax	703-860-1531 (general) 703-860-2652 (Member Services)
Facebook	www.facebook.com/home.php?#/ MENCCollegiate



Questions?

Contact MENC Collegiate Membership Staff at 800.828.0229