

Constitution and By Laws of Music Association of California Community Colleges

CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Music Association of California Community Colleges.

ARTICLE II - PURPOSE

The purpose of the organization shall be the advancement of music education in support of music students in the Community Colleges of California, and to function as follows:

- A. As the professional organization representing all community college music teachers in California;
- B. As the representative when called upon to the Executive Committee of the California Music Educators Association;
- C. To work with those agencies seeking to maintain dignity, worth, and excellence in California education through conferences, institutes, research, investigation, publication of reports; and,
- D. As a music representative, when called upon, to the Faculty Association of California Community College.

ARTICLE III - MISSION

The mission of the Music Association of California Community Colleges (MACCC) is to advance and amplify the cause of music education in the California Community Colleges.

MACCC accomplishes its mission in two ways: sharing best practices of quality, innovation, and relevance in music education, performance, literature, technology and industry, theory and composition; and coordinating and strengthening the voice of community college music educators in policy and legislative discussions that impact music students, programs, and curricula.

MACCC engages with our members through our annual conference and throughout the year through our online presence. MACCC influences the future of music education by interacting with statewide stakeholders such as the Academic Senate of California Community Colleges (ASCCC), the Faculty Association of California Community Colleges (FACCC), the California Music Educators Association (CMEA), and Stand Up 4 Music.

ARTICLE IV - VALUES

Our values include: Equity, Innovation, Collaboration, and Excellence

Equity in the students we serve; the literature we program; the content we teach; the faculty we represent; and the cultures we transmit. To value equity is to include and elevate all people and modes of musical expression and actively work against all forms of prejudice and exclusion.

Innovation in teaching methods and modalities, music industry practices, curriculum, concert programming, and expressing musical art. To value innovation is to constantly question the status quo and to seek more and better solutions to educational and music-making challenges.

Collaboration within and among our members and their colleges; with other educational organizations; and with our transfer partners—both those that send their students to us and those to which we send our students. To value collaboration is to celebrate one of the core truths about music-making itself: that a group, whether an ensemble, a class, or a performer connecting with an audience, can achieve so much more together than alone, and that this, in turn, allows us to share our collective humanity through artistic expression.

Excellence in all of our endeavors, whether musical, educational, or social. To value excellence is to continually strive for the best possible outcomes in both the technical and emotional content of all of our actions.

Music Association of California Community Colleges

BYLAWS

ARTICLE I - SCOPE

The Music Association of California Community Colleges shall be comprised of members from community colleges throughout California. Through the titles of some of its Executive Board positions, MACCC recognizes the traditional division between Northern and Southern California (e.g., Northern Section President, Southern Section President). However, it is the intention and philosophy of MACCC that its Board and its membership should represent music programs and faculty throughout the California community college system.

ARTICLE II MEMBERSHIP

Section 1 - Membership shall be of four classes:

Full-Time Faculty, Adjunct Faculty, Staff, and Retiree.

Section 2 - Full-Time Faculty Membership shall be open to any full-time faculty member of an accredited community college in California.

Section 3 - Adjunct Faculty Membership shall be open to any part-time adjunct faculty member of an accredited community college in California.

Section 4 - Staff Membership shall be open to any non-faculty employee of an accredited community college in California.

Section 5 - Retiree Membership shall be open to any retired faculty or staff member of an accredited community college in California.

Section 6 - Dues shall be established for each class of membership by the Board of Directors, and shall be remitted to the Treasurer of the Association. The Executive Secretary shall maintain records of membership.

ARTICLE III - GOVERNMENT

Section 1 - All elected and appointed officers must be members of the Music Association of California Community Colleges.

Section 2 - Executive Committee

1. The Executive Committee shall include the President, Vice President, President-Elect, Treasurer, Northern Section President, Southern Section President, and Immediate Past-President.
2. The Executive Committee may be convened to act on behalf of the Board of Directors in situations in which convening the entire Board may not be possible.

Section 3 - Board of Directors

The Board of Directors shall be comprised of the Executive Committee and the following representatives:

1. Choral/Vocal Representatives, Instrumental Representatives, Commercial Representative, Curriculum Representative, Legislative Advocate and any other representatives deemed necessary by the Board of Directors.
2. The Board of Directors shall be responsible for establishing the policies and procedures of the organization.
3. The Board of Directors may appoint, assign duties, and authorize compensation for an Executive Secretary who shall be a non-voting officer of the organization.

Section 4 - Terms of Office

1. The terms of office for all members of the Board of Directors shall be for two years, commencing on even-numbered years.
2. Members of the Board of Directors shall assume office on the first day of July following their election or appointment.

ARTICLE IV – ELECTIONS AND APPOINTMENTS

Section 1 - Nominating Committee

1. On or before December 1 prior to election years, the Nominating Committee shall meet and select a slate of one or more candidates for each of the offices to be filled on the Executive Committee of the Board of Directors. The Nominating Committee shall include the immediate Past President, the President, and one other member of the Board of Directors chosen by the President.
2. On or before Jan. 10 of an election year, the Nominating Committee shall present to the Executive Committee a slate of one or more candidates for each of the offices to be filled on the Executive Committee of the Board of Directors.

Section 2 - Nomination by Petition

Nominations for candidates for any office on the Executive Committee may be made by petition from any member of the organization. Candidates submitting petitions to the President which contain signatures of ten (10) or more members shall have their names placed on the ballot in alphabetical order along with candidates nominated by the Executive Committee. All such petitions must be received by the President Elect by February 1 of the year of the election.

Section 3 - Election of President-Elect

On or before April 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of one or more candidates for the office of President-Elect.

Section 4 - Election of Vice-President

On or before April 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of one or more candidates for the office of Vice-President.

Section 5 - Election of Treasurer

On or before April 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of one or more candidates for the office of Treasurer.

Section 6 - Election of Northern Region President

On or before April 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of one or more candidates for the office of Northern Region President.

Section 7 - Election of Southern Region President

On or before April 1 of even-numbered years, the Executive Committee shall present for election to the general membership the names of one or more candidates for the office of Southern Region President.

Section 8 - Appointment of Choral/Vocal Representative

On or before April 30 of even-numbered years, the President shall appoint both a Northern and Southern Choral/Vocal Representative.

Section 9 - Appointment of Instrumental Music Representative

On or before April 30 of even-numbered years, the President shall appoint both a Northern and Southern Instrumental Music Representative.

Section 10 - Appointment of Curriculum Representative

On or before April 30 of even-numbered years, the President shall appoint a Curriculum Representative

Section 11 - Appointment of Industry and Technology Representative

On or before April 30 of even-numbered years, the President shall appoint a Industry and Technology Representative

Section 12 - Appointment of Legislative Advocate

On or before April 30 of even-numbered years, the President shall appoint a Legislative Advocate.

Section 13 - Appointment of Executive Secretary

On or before April 30 of even-numbered years, the President shall appoint an Executive Secretary.

Section 14 - Appointment of Webmaster

On or before April 30 of even-numbered years, the President shall appoint a Webmaster.

Section 15 – Elections

1. Elections may be held electronically or in person as determined by the Board.
2. An Elections Committee of three Board members shall review the results of the election.
3. The election results will be certified by the Board at the next meeting following the election.

Section 16 - Special Elections and Appointments:

1. All appointments made by the President shall be with the approval the Board.
2. In the event that the President is unable to fulfill the duties, the office shall be filled by the Vice President for the remainder of the term.
3. In the event that the President-Elect is unable to fulfill the duties, a special election shall be held within six-months for the purpose of filling the vacated office.
4. In the event that vacancies occur in both the offices of President and Vice-President, the immediate Past President shall serve until a special election can be held.
5. In the event that any other officer becomes unable to serve, the President shall appoint a successor to serve for the remainder of the term.

6. The Executive Committee shall act as the Special Nominating Committee for any special elections.

ARTICLE V – FUNDS

Section 1 – Inflows and Disbursements

All inflows and disbursements of MACCC funds shall take place through the MACCC accounts, and with full consent and authorization of the Board of Directors.

Section 2 – Accounts and Accounting Procedures

All accounts and accounting procedures shall be a matter of organizational record, and may be examined at any time by the membership.

Section 3 – Signatories

Account(s) signatories shall be changed following each election. The signatories to the account(s) shall be the President and the Treasurer.

ARTICLE VI - MEETINGS

Section 1 – Meetings of the Board of Directors

The Board of Directors shall meet when called by the President, or upon joint request of not less than two-thirds of the members of the Board. A majority of the members of the Board shall constitute a quorum for the transaction of business.

Section 2 – Meetings of the Executive Committee

The Executive Committee shall meet when called by the President or not fewer than four members of the Executive Committee.

Section 3 - Meetings of the General Membership

Meetings of the general membership shall be held at a time and place designated by the President and Board of Directors.

Section 4 – Absences and Removal

In the event that any officer is absent from three meetings of the Board of Directors over the two-year term, according to the provision of these by-laws, that officer may be removed from office by a majority vote of the Board of Directors. An officer may be removed by a 2/3's majority vote of the Board of Directors.

ARTICLE VII - AMENDMENTS

The Constitution and/or By-Laws may be altered or amended by a two-thirds vote of the members voting, provided that formal written notice of such contemplated action shall be given to the active members at least thirty days before such election, or provided that the proposed amendment receives the approval of the Board of Directors and that formal notice of such contemplated action shall be given to active members at least twenty-four hours before such election.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1 - General Duties

It is the duty of all MACCC Board of Directors members to:

1. attend Annual Conference, Executive Board, and full Board of Directors meetings regularly.
2. prepare for meetings by reading minutes in advance and preparing reports as assigned.
3. promote MACCC membership and activities at local, regional, and state levels.
4. inform local campus music departments and divisions of MACCC activities and current legislative issues.
5. give current update of MACCC activities at local Academic Senate and organization meetings.
6. monitor local news for current local legislative issues, and serve as music education advocates when appropriate.
7. serve as a working member of the planning board for MACCC Conferences and other state-wide activities.
8. submit timely information and/or articles for member communications.

Section 2 - President

The President shall:

1. call and preside over general, executive, and full board meetings.
2. make appointments to Board of Directors as provided for in By-Laws.
3. make appointments to Nominating Committee, as provided for in By Laws.
4. regularly communicate with the membership.
5. serve as spokesperson for the Association, and foster positive relationships with other music organizations and legislative bodies.
6. provide leadership and support to all MACCC committees, directors, and projects.

Section 3 - President-Elect

The President-Elect shall:

1. learn inner workings of MACCC activities through close association with President.
2. coordinate the development and presentation of the major conference program, including the following duties:
 - a. develop conference program and presentation
 - b. develop conference schedule
 - c. inform Board of developments concerning program
3. other duties as assigned by President

Section 4 - Vice-President

The Vice-President shall:

1. assume the duties of the President in the event of his/her absence
2. lead efforts in recruitment and marketing, e.g., write and/or solicit informational articles, chairing a marketing committee, leading a membership drive

3. working with Northern and Southern representatives, coordinate conference logistics in consultation with presenters, presiding officers, and exhibitors. This includes session and room scheduling and equipment needs.
4. coordinate the writing of informational articles to inform the membership of issues impacting community college music programs, faculty, and staff

Section 5 - Treasurer

The Treasurer shall:

1. collect and deposit all money generated through MACCC activities
2. disburse funds as directed by Board of Directors
3. develop and present fiscal-yearly budget 30 days prior to new fiscal year
4. maintain MACCC's California non-profit status with the Franchise Tax Board (to be completed no later than November 20th of odd-numbered years)
5. develop treasurer's report for each general and/or board of directors' meeting, or as directed by board
6. practice accurate, timely accounting
7. allow inspection of books and accounts to any member of MACCC

Section 6 - Regional Presidents

The Northern and Southern Regional Presidents shall:

1. serve as local MACCC representative and first line for information dispersal.
2. inform Board of special activities and/or concerns among region members.
3. assist Choral and Instrumental Representatives in coordination of honor bands, choirs, festivals, etc.
4. if selected by the President, serve on Nominating Committee for MACCC elections

Section 7- Choral/Instrumental Representatives

The Choral and Instrumental Representatives shall:

1. serve as special interest advocates to MACCC Board and other state and regional organizations.
2. keep abreast of and articulate special activities, educational trends, and concerns.
3. ensure that records of past repertoire are maintained
4. coordinate special conference choral and instrumental music, which may include:
 - a. recommend conductor(s), accompanists
 - b. arrange for literature
 - c. develop musician selection method
 - d. coordinate personnel
 - e. arrange rehearsal schedules / logistics

Section 8 - Industry and Technology Representative.

The Industry and Technology Representative shall:

1. coordinate with Executive Secretary and Vice-President in developing a calendar for Industry membership drive, coinciding with general membership drive.
2. update all membership forms prior to mailing
3. ensure that the needs and concerns of commercial music faculty and programs are presented to the Board of Directors and addressed during MACCC sponsored events
4. update the target industry members database with new contact persons
5. find new local industry members in the city of upcoming conference
6. other duties as assigned by the President

Section 9 - Curriculum Representative

The Curriculum Representative shall:

1. remain abreast of statewide and, to the extent possible, local changes/trends in higher education music curriculum
2. serve as a point of contact for community college music faculty needing guidance on a curricular issue
3. advise the Board of Directors and the membership on the nature and impact of curricular changes enacted or proposed by the State of California
4. consult with the Legislative Advocate on the impact of legislation on community college music curriculum
5. other duties as assigned by the President

Section 10 - Legislative Advocate

The Legislative Advocate shall:

1. communicate to the Board federal, state, and local legislative issues that may impact MACCC or its constituents.
2. write special communications when called for by extraordinary circumstances.
3. influence legislators voting on educational and music issues by organizing letter writing and phone campaign(s).
4. foster relationships with other advocacy groups, such as FACCC and CMEA.
5. maintain access to information surrounding state Academic Senate, Community college Chancellor, and State Governor offices and issues.
6. encourage membership support in advocacy activities, such as Lobby Day, Shadow Day, Community College Music Day – May 11

Section 11 - Executive Secretary

The Executive Secretary shall:

1. carry out activities as assigned by Board of Directors
2. carry out membership campaign, as outlined by board officers.
3. maintain current data base of membership
4. coordinate printing and mailing of newsletters assist with website management
5. take minutes during Board meetings
6. serve as registration liaison at conference

Section 12 – Webmaster

The Webmaster shall:

1. carry out duties as assigned by the President and may include outside professional services as deemed necessary by the board