



2018 NAfME Constitution and Bylaws

NAfME Constitution

(Revised February 2018)

Article I--Name

The organization shall be known as the "National Association for Music Education," hereinafter designated as "NAfME" or the "Association."

Article II--Purpose

The purpose for which the Association is organized and operated is exclusively literary and educational, as defined in Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The purpose of the Association shall be the advancement of music education, and in specific furtherance thereof:

- (a) to conduct programs and activities to build a vital musical culture and an enlightened musical public for the benefit and the general welfare of all persons;
- (b) to ensure that every student shall have access in school to a balanced, comprehensive, and high-quality program of music instruction;
- (c) to improve the quality of teaching, research, and scholarship in music;
- (d) to promote the involvement of persons of all ages in learning music;
- (e) to foster the utilization of the most effective techniques and resources in music instruction; and
- (f) to facilitate the effective pre-service and in-service preparation of music teachers.

In furtherance thereof, the Association may hold conferences, symposia, and other meetings; publish journals, books, and other publications; seek and accept grants, gifts, and contracts for any of the said foregoing purposes; and exclusively for the public benefit, use, publish, and otherwise make available to the general public on a nondiscriminatory basis the results of its collection of information deriving from the foregoing activities. The Association may conduct any and all other activities in accordance with its Bylaws, which are designed to accomplish the foregoing purposes.

Article III--Membership

Membership in the Association may be divided into such classifications for annual membership dues or for the election of members of the National Executive Board or for such other purposes as the Bylaws may prescribe or as the National Executive Board may from time to time designate. The conditions,

terms, privileges, rights, and duties of membership shall be stated or provided for in the Bylaws of the Association.

Article IV--Government

The Board of Directors, which shall be known as the National Executive Board, shall be the legal representative of the Association and as such shall have, hold, and administer all the property, funds, and affairs of the Association. Provisions for the regulation of the internal affairs of the Association shall be provided for in the Bylaws of the Association.

Article V--Elections

The manner of the election or appointment of the members of the National Executive Board shall be provided for in the Bylaws of the Association.

Article VI--Disposition of Assets in Case of Dissolution

In the event of dissolution or termination of the Association, the National Executive Board shall, after the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the objectives of the Association in such manner or to such organization or organizations organized exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the National Executive Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Article VII--Amendments

This Constitution may be altered or amended by an approving vote of two-thirds of those members who cast ballots. Ballots and necessary supporting information shall be distributed from the national headquarters office no fewer than ten (10) nor more than sixty (60) days prior to the close of voting to all members of record who are eligible to vote. Such closing date shall be designated by the National Executive Board.

Proposed amendments to this Constitution may be initiated by the National Executive Board or by a petition signed by five percent (5%) of the membership in each of no fewer than fifteen (15) federated state associations or associations of territories or the District of Columbia, herein referred to in a group as federal state associations.

NAfME Bylaws

Bylaw I -- Membership

Section 1. Active Membership.

- A.** Eligibility. Active membership shall be open to persons engaged in music teaching or other music-related educational work in the United States of America including its territories, the District of Columbia, and APO and FPO addresses, and in other countries recognized by the National Executive Board. Active membership may also be open to persons eligible for life membership, introductory membership, collegiate membership, or retired membership upon payment of the prescribed active membership dues, subject to the provisions of the Constitution and Bylaws of the respective federated state association. Active membership may also be open to United States citizens residing in foreign countries, subject to the provisions of the Constitution and Bylaws of the federated state association, if any, through which they apply for active membership.
- B.** Privileges. Each active member shall have the right to vote and hold office.
- C.** Services. Each active member shall have the right to receive a subscription to those NAfME periodicals and other communication services deemed appropriate by the National Executive Board.
- D.** Unified membership. Each active member shall hold concurrent membership in his or her respective federated state association of NAfME, if any such association is recognized by the National Executive Board.

Section 2. Life Membership.

- A.** Eligibility. Life Membership shall be open to persons who are eligible for active membership.
- B.** Privileges. Life members shall have the same privileges as active members.
- C.** Services. Each life member shall have the right to receive a subscription to those NAfME periodicals and other communication services deemed appropriate by the National Executive Board.
- D.** Unified membership. Each life member shall hold concurrent membership in his or her respective federated state association of NAfME, if any such association has been recognized by the National Executive Board

Section 3. Introductory Membership.

- A.** Eligibility. Introductory membership shall be open to persons in their first year of full-time music teaching or other music-related education work who have been collegiate members during the preceding fiscal year. The membership shall be limited to one membership year.
- B.** Privileges. Introductory members shall have the same privileges as active members except the right to hold elective office.
- C.** Services. Each introductory member shall receive a subscription to those NAfME periodicals and other communication services deemed appropriate by the National Executive Board.
- D.** Unified membership. Each introductory member shall hold concurrent membership in his or her respective federated state association of NAfME, if any such association has been recognized by the National Executive Board.

Section 4. Collegiate Membership.

- A.** Eligibility. Collegiate membership shall be open to music students in teacher education programs at the college or university level who are not employed full time as teachers.
- B.** Privileges. Collegiate chapter members shall have the same privileges as active members except the right to vote or hold elective office.
- C.** Services. Each collegiate member shall receive a subscription to those NAFME periodicals and other communication services deemed appropriate by the National Executive Board.
- D.** Unified membership. Each collegiate member shall hold concurrent membership in his or her respective federated state association of NAFME, if any such association has been recognized by the National Executive Board

Section 5. Retired Membership.

- A.** Eligibility. Retired membership shall be open to former music educators who have retired from teaching or other music-related educational work and who have been members of NAFME for at least ten consecutive years prior to seeking retired membership status.
- B.** Privileges. Retired members shall have the same privileges as active members except the right to hold elective office.
- C.** Services. Each retired member shall receive a subscription to those NAFME periodicals and other communication services deemed appropriate by the National Executive Board.
- D.** Unified membership. Each retired member shall hold concurrent membership in his or her federated state association of NAFME, if any such association has been recognized by the National Executive Board.

Section 6. Associate Membership.

- A.** Eligibility. Associate membership shall be open to any individual interested in the advancement of music education who is not primarily engaged in music teaching or other music-related educational work.
- B.** Privileges. Associate members shall have the same privileges as active members except the right to vote and to hold elective office.
- C.** Services. Associate members shall receive a subscription to those NAFME periodicals and other communication services deemed appropriate by the National Executive Board.
- D.** Unified membership. An associate member need not hold concurrent membership in his or her respective federated state association of NAFME.

Section 7. International Membership.

- A.** Eligibility. International membership shall be open to nationals of countries other than the United States and American music educators located in countries outside the United States and its territories, where there is no affiliate association recognized by the National Executive Board.
- B.** Privileges. International members shall the same privileges as active members except the right to hold elective office.
- C.** Services. Each international member shall receive a subscription to those NAFME periodicals and other communication services deemed appropriate by the National Executive Board.

- D. Unified Membership. International members shall not be required to hold concurrent membership in a federated state association.

Section 8. Corporate Membership.

- A. Eligibility. Any firm or institution desiring to contribute to the support of the educational activities of NAFME may become a corporate member upon payment of the prescribed dues.
- B. Privileges. A corporate member must assign its membership to an individual employed by that corporation, who shall have the same rights and privileges as active members except the right to hold elective office.
- C. Services. The individual named as the corporate member shall receive a subscription to those NAFME periodicals and other communication services deemed appropriate by the National Executive Board.

Bylaw II--Dues and Fees

Section 1. Amount of Dues. The National Executive Board shall set the amount of annual dues for active membership. Changes in the amount of dues for active membership may not be enacted more frequently than once per year and may not exceed \$10, or an amount based on the most recent annual consumer price index as reported by the Bureau of Labor Statistics, whichever is lower. Any increase in excess of this amount shall be approved by a majority vote of the presidents of the federated state associations. The amount of dues for other categories of membership shall be based upon the active membership dues as follows, rounded off upward to the nearest dollar:

- A. Life membership: 3000 percent of active membership dues
- B. Introductory membership: 50 percent of active membership dues
- C. Collegiate membership: 30 percent of active membership dues
- D. Retired membership: 50 percent of active membership dues
- E. Associate membership: Set by the NEB, not to exceed 100 percent of active membership dues
- F. International membership: 100 percent of active membership dues

Section 2. State and National Membership Dues. In the case of active, introductory, collegiate, and retired memberships, the amount of the federated state association dues shall be added to the national dues. In the case of life memberships, the appropriate amount of active or retired state dues shall be remitted by the national headquarters office to the respective federated state association.

Section 3. Remittance of Dues. Dues for all memberships except corporate or international membership shall be paid either to the national headquarters office or to the federated state association to which the member belongs. If dues are paid to the federated state association, the association shall remit the appropriate national dues on a monthly basis to the national headquarters office. If dues are paid to the national headquarters office, the national headquarters office shall remit the appropriate state dues to the federated state association. Dues for corporate memberships shall be paid to the national headquarters office.

Section 4. Fees. All fees for receiving NAFME services or for participating in NAFME activities, including subscription rates to NAFME periodicals and other services, shall be set by the National Executive Board.

Bylaw III--Government

Section 1. Authority. Authority for the management, policies, and actions of the Association is vested in the National Executive Board. As presiding officer of the National Executive Board, the NAFME President is responsible for the leadership of the Association. The National Assembly, the Division Executive Boards, the federated state associations, and individual members may make recommendations to the National Executive Board regarding management, policies, and actions.

Section 2. National Officers. The elected officers of the Association shall be

- A.** The President and Board Chair ("President"). The President shall plan and preside at all meetings of the Association and shall preside at meetings of the National Executive Board. The President shall have the power to appoint committees not otherwise provided for in the Bylaws. Such committees shall be responsible to the National Executive Board. The President shall perform all other duties pertaining to this office.
- B.** The President-Elect shall assume the duties of the President in case of the disability or absence of the President and shall have such other duties as may be assigned by the President or the National Executive Board.
- C.** The Immediate Past President shall serve as adviser to the President, shall serve as presiding officer of the National Assembly, and shall have such other duties as may be assigned by the President or the National Executive Board.

Section 3. National Executive Board.

- A.** Composition. The National Executive Board shall be composed of the President, President-Elect, Immediate Past President, the Presidents of the Divisions, and the Immediate Past Presidents of the Divisions.
- B.** Responsibilities. The National Executive Board shall:
 - a. have general jurisdiction over and responsibility for the functions of the Association, including the dividing of the Association into geographical Divisions;
 - b. approve the slate of candidates for each national and Division election;
 - c. approve the dates and sites of national and Division in-service conferences;
 - d. fill the unexpired term in case of vacancy in the office of Immediate Past President;
 - e. have authority to establish and discontinue Societies, Councils, Committees, and Task Forces;
 - f. select or approve selection of members of Societies, Councils, Committees, and Task Forces;
 - g. provide for an annual examination of the accounts of the Association by a qualified accountant;
 - h. appoint an independent audit committee;
 - i. assume responsibility for the business management and operations of the Association, and for the management and control of the funds thereof; and
 - j. appoint an Executive Director, prescribe his or her duties and compensation, and have full control of his or her acts as Executive Director.
- C.** Executive Committee of the National Executive Board.
 - a. Composition. The Executive Committee shall consist of the President, President-Elect, Immediate Past President, and one Division President appointed by the President.

- b. Chair. The President shall serve as chairperson, except that in the final year of the President's term, the President-Elect shall serve as chair in any meetings or portions of meetings dealing with the preparation of the budget for the coming year.
- c. Responsibilities. It shall be the responsibility of the Committee to:
 - i. serve as the finance committee,
 - ii. recommend to the National Executive Board a budget for the Association, and
 - iii. make such other recommendations concerning the affairs of the Association as it shall from time to time deem appropriate.

Section 4. Division Officers.

- A. Composition. The officers of each Division shall be a President, a President-Elect, and an Immediate Past President. Those officers designated in section 3 above shall serve on the National Executive Board. The Division President shall preside at meetings of the Division and at meetings of the Division Executive Board.
- B. Responsibilities.
 - a. The Division President shall have the power to appoint ad hoc committees at the Division level. Such committees shall be responsible to the Division Executive Board.
 - b. The Division President shall, in consultation with the Division Executive Board, provide for the preparation of the program for any Division in-service conference, and shall perform all duties pertaining to the office.
 - c. The Division President-Elect shall assume the duties of the Division President in case of disability or absence of the President. The Division President-Elect shall assist in the collection of official records and materials, shall serve as recording secretary of the Division Executive Board, and shall have such other duties as may be assigned by the Division President or the Division Executive Board.
 - d. The Division Immediate Past President shall serve as an adviser to the Division President and shall have such other duties as may be assigned by the Division President or the Division Executive Board.

Section 5. Division Executive Board.

- A. Composition. Each Division Executive Board shall be composed of the three Division officers and the Presidents of the federated state associations in the Division.
- B. Responsibilities. The Division Executive Board shall:
 - a. have jurisdiction over and responsibility for the functions of the Division as a geographical and organizational unit of the Association;
 - b. assist the Division President in an advisory capacity;
 - c. fill the unexpired term in case of vacancy in the office of Division Immediate Past President;
 - d. make recommendations through the Division President to the National Executive Board.

Section 6. Terms of Office.

- A. Duration. Terms of office for the three National officers and the three officers of each Division of the Association shall be for two years, or until their successors shall have been elected and installed, beginning one week prior to the date of the National Assembly meeting following their election.

- B. Calendar. National officers and the officers of half of the Divisions take office in even-numbered years; the officers of the remaining half of the Divisions take office in the odd-numbered years.
- C. Board Service of Immediate Past Division Presidents. The term of office for the Immediate Past Presidents shall be for two years.

Section 7. Succession of Officers. If the President or a Division President should be unable to fulfill the specified term of office, the President-Elect shall assume the unexpired portion of the term of the President or the Division President-Elect shall assume the unexpired portion of the term of the Division President.

- A. If the unexpired portion of the term is more than one year, the President-Elect or the Division President-Elect shall serve the unexpired portion only and shall not then succeed to a full term of two years as President.
- B. If the unexpired portion of the term is less than one year, the President-Elect or the Division President-Elect shall serve the unexpired portion of the term and shall then succeed to a full term of two years as President.
- C. If the President-Elect or a Division President-Elect should be unable to fulfill the specified term of office, whether by reason of succession to the presidency or for any other reason, a special election shall be held to fill the vacancy in the office of President-Elect.
- D. If the Immediate Past President or a Division Immediate Past President should be unable to fulfill the specified term of office, the National Executive Board or Division Executive Board shall select a former President or Division President, respectively, to fill the unexpired portion of the term.

Section 8. Reelection of Officers. National and Division officers of the Association may not succeed themselves but may be returned to office after a period of two years has elapsed.

Section 9. Limitation of Responsibility of the Officers. The authority and responsibility for the management and for the maintenance of the good will and credit of the Association is vested in the National Executive Board, but it is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and Bylaws of the Association.

Bylaw IV--Internal Affairs

Section 1. Elections.

- A. National Nominating Committee. . The National Executive Board shall appoint a committee for the purpose of nominating two candidates for the office of President-Elect. The committee shall consist of one member from each of the Divisions and one member-at-large who shall be chairperson.
- B. Division Nominating Committees. Each Division Executive Board shall appoint a committee for the purpose of nominating two candidates for the office of President-Elect of the Division. The committee shall consist of one member from each of the federated state associations in the Division and one member-at-large who shall be chairperson.

- C. Voting. Voting in national and Division elections shall be conducted by a method determined by the National Executive Board.
 - a. Ballots and necessary supporting information shall be distributed no fewer than 10 nor more than 60 days prior to the voting period to all members of record who are eligible to vote. Such voting period shall be designated by the National Executive Board and indicated on the election materials.
 - b. A majority of the votes cast shall constitute election.

Section 2. Executive Board Meetings.

- A. Convening. The National Executive Board shall meet at the call of the President, or upon the joint request of a majority of the membership of the National Executive Board. A Division Executive Board shall meet at the call of the Division President, or upon the joint request of a majority of the membership of the Division Executive Board.
- B. Quorum. A quorum of not less than fifty percent (50%) of the members of the National Executive Board or a Division Executive Board shall be required for the transaction of business.
- C. Meetings by Electronic Means. When necessary, the National Executive Board and the Division Executive Boards may transact business by electronic means.

Section 3. Rules of Order. Robert's Rules of Order Newly Revised shall govern all national and Division business meetings of the Association.

Bylaw V--Administration

Section 1. Executive Director/Chief Executive Officer (“Executive Director”). The Executive Director shall be selected by the National Executive Board. The duties and compensation of the Executive Director shall be determined by the National Executive Board.

Section 2. Fiscal Year. The fiscal year shall be determined by the National Executive Board.

Section 3. Contracts. The National Executive Board may authorize any officer, officers, agent, or agents of the Association in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. Such authority may be general or may be confined to specific instances.

Section 4. Checks, Drafts, or Orders. All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such officer, officers, agent, or agents of the Association and in such a manner as shall from time to time be determined by resolution of the National Executive Board. In the absence of such determination by the National Executive Board, such instruments shall be signed by the authorized agent and countersigned by the President, President-Elect, or Immediate Past President of the Association.

Section 5. Deposits. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the National Executive Board or its agent may select.

Section 6. Gifts and Management of Assets. The National Executive Board is authorized and empowered on behalf of the Association to receive by devise, bequest, donation, or otherwise, either real or personal property, and to hold the same absolutely or in trust, and to invest, reinvest, and manage the same and to apply said property and the income arising therefrom to the objectives of the Association. The National Executive Board also shall have power to allocate the funds of the Association for the purposes of carrying out the objectives of the Association.

Section 7. Books and Records. The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its National Executive Board. The Association shall keep at the national headquarters office a record giving the names and addresses of the members entitled to vote.

Section 8. Financial Responsibility.

- A. Federated State Associations: The federated state associations shall be financially responsible for the maintenance and operation of their organizations. The facilities, services, and staff of the national headquarters office may be utilized by each organization under such reasonable rules and regulations as may be determined by the National Executive Board. Each organization shall pay all expenses for such services as printing, postage, and travel by the national headquarters staff on behalf of the organization.
- B. Societies, Councils, Committees, and Task Forces shall comply with requirements for reasonable fiscal controls and oversight by NAFME, where monies are handled.

Bylaw VI--Federated State/International Associations

Section 1. Conditions for Recognition.

- A. Federated state associations are recognized by the Association as broadly representative of music education interests within their states or in other countries recognized by the National Executive Board.
- B. In other jurisdictions. Similar associations within the territories, commonwealths, District of Columbia, or other jurisdictions (including other nations or provinces, or other entities within other nations, at the discretion of the National Executive Board) may also be recognized by the Association and shall be referred to herein as federated state associations. Such associations may or may not be assigned to Divisions by the National Executive Board.
- C. Consistency of constitution and bylaws. The constitution and bylaws of a federated state association shall not conflict with any provision of the Constitution and Bylaws of the Association. The constitution or bylaws of each federated state association shall stipulate that each member of the state association, except associate members or those in other membership categories limited to persons who are not primarily engaged in music teaching, must also be a member of the Association.

Section 2. Maintenance of Federated Relationship.

- A. Meetings. A federated state association must hold at least one meeting of its membership or of its governing board each year. Failure to hold such a meeting during a period of two years shall

be cause for suspension of the federated relationship. Failure to hold such a meeting for a period of three years shall be cause for cancellation of the federated relationship.

- B. Procedures for Suspending Federated Relationship. Before suspension or cancellation of the federated relationship shall take effect, thirty (30) days' notice by certified mail shall be given to the officers and/or members of the governing board of the federated state association. The National Executive Board shall determine the disposition of the state portion of the annual dues paid by members of a federated state association whose federated relationship with the Association has been suspended or canceled.

Bylaw VII. Societies, Councils, Task Forces, and Committees

Section 1. Formation, Governance, Purpose, Meetings, Services, and Staff Representation.

- A. The National Executive Board of the Association shall have authority to form and dissolve Societies, Councils, Task Forces, and Committees of the Association.
- B. The National Executive Board of the Association shall have the authority to establish the governance structure, if any, of Societies, Councils, Task Forces, and Committees of the Association.
 - a. All members of the governance groups of Societies, Councils, Task Forces, and Committees shall be NAFME members in good standing.
 - b. The National Executive Board member appointed as liaison to each Society or Council shall serve ex-officio as a voting member of the governing body of that Society or Council.
- C. The National Executive Board of the Association shall have the authority to establish the purpose of Societies, Councils, Task Forces, and Committees of the Association, as well as to establish the roles and responsibilities of the Societies, Councils, Task Forces, and Committees within the mission and goals of the Association.
- D. The National Executive Board of the Association shall have the authority to approve the time and place of all convenings of Societies, Councils, Task Forces, and Committees of the Association. These convenings may be conducted electronically.
- E. The National Executive Board of the Association shall have the authority to approve the terms and conditions of use of facilities and services of the national headquarters office and staff by the Societies, Councils, Task Forces, and Committees of the Association.
- F. The NAFME Executive Director, or a designated staff representative, shall provide staff liaison with the Societies, Councils, Task Forces, and Committees of the Association.

Section 2. Societies. A Society is a group within NAFME that addresses the needs of a subset of members possessing a particular range of academic interest and expertise such that that the society itself is best qualified to identify appropriate nominees for its own governing board. Societies are designated by the National Executive Board without any requirement that these Bylaws be amended to reflect any changes in the designated Societies.

Section 3. Councils

- A. Representative Councils are leadership groups within NAFME that serve members who are engaged or interested in a specific sub-discipline or approach to music education or other subset of the NAFME membership that either currently has, or has the potential for, a significant presence within American music education. Representative Councils are designated by the National Executive Board without any requirement that these Bylaws be amended to reflect any changes in the designated Representative Councils.
- B. Ex-Officio Councils are leadership groups within NAFME that serve fewer than 52 members who fulfill specific jobs or hold (or have held) specific titles within the Association, Federated Associations, or other groups involved in the development and administration of music education. Ex-Officio Councils are designated by the National Executive Board without any requirement that these Bylaws be amended to reflect any changes in the designated Ex-Officio Councils.
- C. Section 4. Task Forces. Task Forces are temporary groups within NAFME devoted to providing advice or action on a single, time-limited problem facing the Association. They may be appointed by the President in consultation with the National Executive Board.

Section 5. Standing Committees.

- A. Editorial Committees. Leadership groups within NAFME that the National Executive Board may appoint, as it deems appropriate, to guide periodicals and other forms of regular communication produced by the Association.
- B. Hall of Fame Committee. The National Executive Board shall maintain a Hall of Fame Committee with the purpose of honoring the long contributions of individuals to Music Education.

Section 6. Ad-Hoc Committees. Ad-Hoc Committees are groups formed for the purpose of providing advice or action on issues defined by the National Executive Board, the President, or a Division President.

- A. Ad-Hoc Committees appointed by the President or National Executive Board shall serve until the end of the term of office of the President during whose administration they were appointed.
- B. Ad-Hoc Committees appointed by a Division President shall serve until the end of the term of office of the Division President during whose administration they were appointed.

Bylaw VIII--Allied Organizations

- A. Criteria. The National Executive Board may establish various classifications of organizations that wish to be allied with NAFME in the advancement of music education. The criteria for these classifications will be determined by the National Executive Board and may include factors such as size and composition of membership, purpose and nature of the organizations, and manner of governance.
- B. Application for Status. Any such organization may apply to the National Executive Board for one of the classifications of allied organizations.
- C. Termination of Status. Allied status may be terminated by written notice from the National Executive Board, effective thirty (30) days after written notice has been delivered by certified mail to an officer of the allied organization.

Bylaw IX--National Assembly

Section 1. Purpose. The National Assembly shall serve:

- A. as an advisory body to the National Executive Board;
- B. as a leadership conference; and
- C. as a clearinghouse for the exchange of information concerning state, Division, and national policies, organizational functions, and activities.

Section 2. Makeup. The Presidents of the federated state associations, the Chairs of Councils and Societies, and the elected National and Division officers shall constitute the National Assembly.

Section 3. Meetings,

- A. Meetings of the National Assembly shall be held at times stipulated by the National Executive Board. The Immediate Past President shall act as chair and presiding officer. Meetings may be held electronically.
- B. Twenty-five percent of the eligible delegates to the National Assembly, as defined above in Section 2, shall constitute a quorum for the conducting of business.
- C. Invitations to audit meetings of the National Assembly shall be extended to all elected officers of federated state association.

Bylaw XIII--Amendments

These Bylaws may be altered or amended by an approving vote of the majority of those members who cast ballots by such means as are determined appropriate by the National Executive Board.

- A. Distribution of Ballots. Ballots and necessary supporting information shall be sent from the national headquarters office no fewer than 10 nor more than 60 days prior to the close of voting to all members of record who are eligible to vote. Such closing date shall be designated by the National Executive Board distributed with the ballots.
- B. Initiation of Amendments. Proposed amendments to these Bylaws may be initiated by the National Executive Board or by a petition signed by five percent (5%) of the membership in each of no fewer than fifteen (15) federated state associations or associations of territories or the District of Columbia or other NAFME affiliates, herein referred to in a group as federated state associations.