

(Bold and Italics denotes change – addition or deletion)
VIRGINIA MUSIC EDUCATORS ASSOCIATION, INC.

Revised Constitution – September, 2006

Article I – Name

The name of the organization shall be the Virginia Music Educators Association, Inc. (VMEA)

Article II – Purpose

Section 1 - Purpose

The purpose of the Virginia Music Educators Association, Inc. (VMEA) is to provide mutual helpfulness to its membership and to promote the advancement of music education through schools and other educational institutions.

Section 2 - Affiliation

It is a federated state unit of the Music Educators National Conference, ***The National Association for Music Education (MENC)***.

Article III – Membership

Membership in the Association may be divided into such classification for annual membership dues or for the election of members of the various sections or for such other purposes as the Bylaws may prescribe or as the 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 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 – Association Interest Sections

The Association shall provide for the special interests of its members as provided in the Bylaws of the Association.

Article VI – Elections

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

Article VII – Disposition of Assets

In the event of liquidation of its financial assets, all funds remaining, after payment of the legitimate bills and all legal costs and financial obligations, shall

be directed by action of the membership upon recommendation of the Executive Board.

Article VIII – Amendments

This constitution may be amended by two-thirds majority of ballots cast by members of the Association in a mail-ballot referendum as prescribed in the Bylaws.

VMEA Bylaws

Bylaw I – Membership

Section 1 - Active Membership

Any person who is eligible for membership by virtue of his or her vocation/avocation or who, because of special interest in music education, desires to associate with the group may become an active member of this Association upon payment of the prescribed dues through MENC/VMEA. Active membership includes subscriptions to VMEA NOTES and the MENC Music Educators Journal and Teaching Music.

Section 2 - Collegiate Membership

Collegiate Chapter (student) membership shall be open to students enrolled in music education programs at Virginia's institutions of higher learning at the undergraduate level, not employed as teachers. Membership is achieved upon payment of the prescribed dues to the local Collegiate Chapter of the institution where the student is enrolled. Membership includes affiliation with the Collegiate Chapter of MENC. Each Collegiate Chapter is entitled to copies of VMEA NOTES.

Section 3 - Associate Membership

Any person, firm, or institution desiring to contribute to the support of the educational activities of the Association may become an associate member upon payment of the prescribed dues to **MENC/VMEA**. Associate members shall have the same privileges as active members except the right to vote and to hold elective office.

Section 4 - Retired Membership

Retired membership in VMEA shall be open to any individual who has been an active member of the Association for five or more consecutive years immediately preceding retirement from the teaching profession. Retired members shall have all privileges of active membership except the right to hold elective office. Retired membership in MENC is also available to any member who qualifies upon application and upon payment of the prescribed dues.

Section 5 - Life Membership

Life membership is available through MENC.

Bylaw II – Dues

Section 1 - Active Membership Dues

Active membership dues are included as a part of the MENC annual membership dues. Dues may be raised when deemed necessary by the Executive Board, but shall not exceed one-half the amount of MENC dues. A portion of the VMEA dues shall be allocated for an annual subscription of VMEA NOTES. A portion of the MENC membership dues is also allocated for its publications, the Music Educators Journal and Teaching Music.

Section 2 - Collegiate Membership Dues

Collegiate membership dues are included as a part of the MENC annual membership dues. Dues for student membership shall be determined by the Collegiate Chapter and approved by the College Section of VMEA as sponsor.

Section 3 - Associate Membership Dues

Dues for associate membership shall be the same as that for **MENC/VMEA** active membership.

Bylaw III – Government

Section 1 - Authority

Authority for the management, policies, and actions of the Association is vested in the Executive Board. A presiding officer of the Executive Board, the Association President is responsible for the leadership of the Association. The Board of Directors and individual members may make recommendations to the Executive Board regarding management, policies, and actions. All actions of the President and/or the President's Committee not especially authorized by the Constitution and Bylaws of the Association shall be subjected to the approval of the Executive Board.

Section 2 - Officers

The elected officers of the Association shall be:

- (1) President,
- (2) President-Elect,
- (3) Vice-President (immediate Past-President),
- (4) Secretary.

The Treasurer shall be appointed by the Executive Board and will be subject to review by the Executive Board. All officers shall be active members in good standing in the Association.

Section 3 - President's Committee

The President's Committee shall consist of the President, the President-Elect, and the Vice-President.

Section 4 - Board of Directors

The number of Directors shall be determined by the Bylaws but shall not be less than four, (4) and no more than nine (9) and shall include the President, Vice-President, Secretary, and Treasurer. Directors may succeed themselves unless otherwise established by the Bylaws. (There shall be no residency or other requirements for qualification of Directors.) At each annual meeting of the Executive board and Council of Review, Directors shall be elected for a term of one (1) year to succeed those whose terms expire at that meeting.

Section 5 - Executive Board

The Executive Board shall be composed of the following voting members:

- (1) President,
- (2) President-Elect,
- (3) Vice-President (immediate Past-President),
- (4) Past President, (only Past-Presidents who remain active and attend at least one Executive Board meeting per year shall be voting members of the Executive Board). ***Each Past President must attend one meeting per year to remain active, and when that year passes without attendance – their name will be dropped from the roll. An on-going record of attendance of Past-Presidents will be maintained by the Secretary. (June 2, 2001)***
- (5) Secretary,
- (6) Treasurer,
- (7) Presidents of the interest sections, and
- (8) Chair of the VMEA Districts.

The Executive Board shall also consist of two elementary general music “members at large”. One of these members will be chosen by and from the VEMEA district representatives through nomination and ballot. The second member will be the current past-president of the VEMEA section. (September 10, 1994)

In addition, the Executive Board shall have certain ex-officio (non-voting) members. They shall be:

- (1) State Manager,
- (2) Fine Arts Representatives from the Virginia Department of Education,
- (3) The Executive Secretary of the Virginia High School League,
- (4) The String Orchestra Representative of VBODA,
- (5) The Collegiate Chapter Advisor,
- (6) The VMEA NOTES Editorial Board Chair,
- (7) The Editor of VMEA NOTES
- (8) The Business Manager of VMEA NOTES.

The Chairs of several Virginia Arts Education organizations may be invited to participate as ex-officio members.

Section 6 - Council of Review

The Council of Review shall be composed of the VMEA District Representatives as described in Bylaw VII, Section 2.

Section 7 - Terms of Office

The officers of the Association shall be elected for a period of two years. At the end of the two-year period, the President-Elect shall become President and the President shall become Vice-President. The President-Elect and Secretary shall be so elected as to take office on July 1 of the even-numbered years. District representatives shall be so elected as to take office on July 1 of the odd-numbered years.

Section 8 – Vacancies

Succession of Officers

If the President should be unable to fulfill the specified terms of office:

- The Vice-President shall assume the unexpired portion if it occurs in the first year of the term of the President.
- The President–Elect shall assume the unexpired portion if it occurs in the second year of the term of the President and shall then succeed to a full term of two years as President.

If the President–Elect should be unable to fulfill the specified term of office:

- A special election shall be held to fulfill the vacancy of the office of President-Elect.

If the Vice-President should be unable to fulfill the specified term of office:

- The Executive Board shall select a Past President to fill the unexpired portion of the term.

The President’s Committee may:

- Fill any vacancy among voting members of the Executive Board or Board of Directors for the remainder of the term of office, except where the Constitution specifies accession or process.
- Declare a vacancy if in its judgment a member fails to fulfill his/her obligations or to make satisfactory arrangements for the discharge of his/her duties.

Section 9 - Reelection of Officers

Any elected officer of VMEA may be reelected to office for succeeding terms with the exception of the President, Vice-President, and President-Elect. The terms of these offices are designated in the Bylaw III, Section 7.

A person may be reelected to the office of President-Elect only after the specified terms of President and Vice-President have expired.

The VMEA secretary may be reelected for one succeeding term.

Section 10 - Duties of Officers

- A. Duties of the President.** The President shall preside at all meetings of the Executive Board, the Board of Directors, the Council of Review, and

the President's Committee and at all meetings of the Association. He/She shall carry out the charge of his/her executive authority as stated in the Bylaw III. Further, the President shall represent the Association and shall do liaison and public relations work when the best interests of the Association shall warrant. The President shall participate in the MENC National Assembly and will serve on the Board of Directors, MENC Southern Division.

B. Duties of the Vice-President. The Vice-President (immediate Past-President) shall be to assist the President. The Vice-President shall serve as a member of the President's Committee and Board of Directors. ***Delete – and shall serve as Conference Coordinator and as Chairman of the Conference Planning Committee during the first year of their term. Passed at the November 2001 Conference by-law vote.***

C. Duties of the President-Elect. The President-Elect shall serve as assistant to the President and shall assume those responsibilities delegated by the President and Executive Board which will best prepare him/her for the Presidency. The President-Elect shall serve as a member of the President's Committee and Board of Directors. ***Delete – and shall serve as Conference Coordinator and as Chairman of the Conference Planning Committee during the second year of their term. Passed at the November 2001 Conference by-law vote.***

D.

E. Duties of the Secretary. The Secretary shall (***delete – notify members of meetings and***) keep minutes of the meetings of the Association, the Executive Board, and Council of Review. The Secretary shall: (***delete when requested to do so by the President, notify committee members of their appointments and transmit to them necessary instructions: he/she shall also do necessary correspondence for the Association.***)

- Submit the minutes of these meetings to VMEA NOTES and to the President within a reasonable length of time following each meeting.
- Keep an official copy of the Constitution and Bylaws of the Association.
- See that an accurate roll of the active, associate, and student chapter members of the Association is maintained through a Membership Chair appointed by the Executive Board.
- May serve as the Chair of the committee appointed to count ballots cast during any or all elections and to count returns whenever the membership is polled or whenever a Constitutional amendment is submitted to the membership for approval.
- Be a member of the Board of Directors.

F. Duties of the Treasurer. The Treasurer shall be custodian of such funds of the Association as shall be determined by the Executive Board. The President shall authorize all disbursements made by the Treasurer. *(Delete – the Treasurer shall keep an accurate running record of membership and the Membership Chairman may maintain accurate mailing lists through the Treasurer’s office.)*

The Treasurer shall:

- Deposit these funds in a depository approved by the President’s Committee
- Present an accounting of all monies received and disbursed at each meeting of the Executive Board.
- Annually prepare and submit to the Executive Board for approval a proposed budget for the succeeding fiscal year.
- Submit to the Executive Board an annual independent audit and an annual bank statement of all VMEA funds.
- Be a member of the Board of Directors.

G. Duties of the Executive Board. The Executive Board shall carry on the affairs of the Association and to report to the Council of Review at its annual meeting with the Council of Review.

H. Duties of the Council of Review. The Council of Review shall meet with the Executive Board annually and for any additional meetings necessary at the request of the President. The Council of Review shall review the business of the Association and project future courses of action.

I. Duties of the President’s Committee. The President’s Committee shall assist the President, when requested, in planning the agenda for various meetings at which the President shall preside. The Committee members shall counsel with the President, when requested, concerning decisions pertaining to executive authority, especially in cases where emergencies arise.

Section 11 - 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 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 litigation’s 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 - Election of VMEA and Section Officers

The President-Elect and Secretary shall be elected by the membership of the Association. The Treasurer of the Association shall be appointed by the Executive Board.

The Nominating Committee shall be the President-Elect, who will serve as Chair, the Vice-President, and the Presidents of the VMEA special interest sections. The committee shall solicit names from the membership. A prerequisite for being nominated to the office of President-Elect shall be the completion of one term as President of a VMEA Interest Section or two years' service as a member of the VMEA Executive Board

Procedures for the election shall be as follows:

- ***September – Nomination Committee meeting during annual fall meeting to prepare slates of officers***
- ***March – Nominees pictures and biographies are due to the editor in order to appear listed alphabetically in VMEA NOTES Spring issue. Voting to occur at the In-Service Conference. It should be noted in the article about the nominees that an opportunity to request an absentee ballot will be provided in the conference brochure.***
- August – Brochure announcing In-Service Conference mailed. Brochure includes an alphabetical listing of nominees (no biographies) standing for elections at that conference and contains an application for absentee ballot. Application must be accompanied by membership number showing membership current through November 30 of that year. ***Pictures and Bios appear listed alphabetically in VMEA NOTES for the Fall issue.***
- October – **VMEA State Manager** mails absentee ballots. All voting instructions are included on ballot including statement that “once an absentee ballot is requested, voting must be completed by mail and no voting opportunity will be available at the Conference”. Outside of envelope indicates that ballot is enclosed. Specially marked return mail envelope is enclosed.
- ***November – Deadline for completed absentee ballot will be determined by announcement of dated postmark in the instructions provided.*** Ballots are returned to VMEA State Manager who delivers them at the Conference unopened ***to the Secretary or designee as Chair of the Ballot Counting Committee.*** No absentee ballots are accepted at Conference, either delivered by voter or another person.

Procedures at Conference:

- Prior to the Conference, ***the State Manager will download the current member list from MENC data base.*** Persons who received absentee's ballots will be so marked.
- First General Session: VMEA President with brief biographical summary introduces Nominees standing for election. Information categories for each person will be the same. During Conference nominees wear a special badge, ribbon or other indicator to identify them as nominees. A display of the materials as printed in NOTES will be posted. Posters, speeches or other political-style campaign activities will not be permitted. Guidelines stating appropriate and inappropriate activities will be sent to each nominee in a letter that invites them to appear at the first general session.
- Voting site hours ***will be published in the Official Conference Program.***
- To vote, person demonstrates current membership by wearing conference registration badge indicating active or retired membership, showing membership card if not registered for the conference, or if the person just joined at conference, by showing receipt from membership chair.
- As persons vote, their names are checked on the membership list. Names of new members are added.
- Voting will be in a clearly identified space, located to provide opportunity to complete ballots privately. ***(delete – and quietly)***
- Voting will take place only at the announced hours. ***(delete – voting will not be held in conjunction with another conference session).*** Immediately after the end of the final voting period, the VMEA Secretary or designee, and the Election Committee count the ballots. Absentee ballots are counted at this time.
- ***(delete – Prior to the conference, the VMEA Secretary prepares two letters for each person.....)***
- Final General Session: Persons newly elected are introduced.
- July 1 – New Officers assume duties
- The VMEA President resolves any issues that rose during the election process. Such issues are considered when the Executive Board evaluates the procedure for the next set of elections prior to re-approval.

District Representatives shall be elected to take office on the date prescribed in the Bylaw III, Section VII. District Representatives will be nominated and elections will be held at a meeting held within each district. The outgoing representative will notify the VMEA office of the results of the election by May 1. (June 2, 2001)

From the three representatives of each District, the President's Committee shall assist the President in selecting one to serve as District Chair. In making such appointments, the President's Committee and/or the President shall endeavor to secure an equitable distribution for representation on the Executive Board.

Section 2 - Executive Board and Council of Review Meetings

An annual meeting of the Executive Board with the Council of Review shall be held once each year, normally in the fall. Additional meetings of the Executive Board at mid-year and in the spring will be held at the discretion of the President's Committee when sufficient items of business warrant such meetings. The President may call special meetings of the Executive Board and the Council of Review or he/she shall call a meeting of either group upon receipt of a written request signed by one-fourth of the groups' members. Each Participant shall be notified by mail of the date, time, and place of all meetings. The **State Manager** will mail the announcement not less than ten (10) days prior to the meeting.

Section 3 - District Meetings

The District Chair may call district meetings or he/she shall call a meeting at the written request of not less than ten (10) members from the total District unit.

Section 4 - The Association

Business of such importance as to be presented to the entire membership shall be transacted by mail ballot. The President with the approval of the Executive board may plan meetings of educational or professional interest for the general membership.

Section 5 - Rules of Order

Robert's Rules of Order Newly Revised shall govern all business meetings of VMEA, including interest section meetings.

Bylaw V - Administration

Section 1 - State Manager (delete – Administrative Assistant)

The Executive Board shall select the State Manager. The Executive Board shall determine the duties and compensation of the State Manager. A job description for this position shall be on file in the state office.

Section 2 - Webmaster

The Executive Board shall select the Webmaster. The Webmaster will be responsible for maintaining all aspects of the VMEA website including the appropriate hosting and up-to-date information on the website. The Executive Board shall determine the compensation of the Webmaster.

Section 3 - Fiscal, Administrative, and Membership Year

The fiscal, administrative, and membership year shall conform to that of MENC, ***The National Association for Music Education***, July 1 through June 30, or such period as may be determined by the Executive Board.

Section 4 - Contracts

The 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 5 -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 Executive Board. In the absence of such determination by the Executive Board, such instruments shall be signed by the authorized agent and countersigned by the President, President-Elect, or Vice-President of the Association.

Section 6 - 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 Executive Board or its agent may select.

Section 7 - Gifts and Management of Assets

The 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 there from to the objectives of the association. The Executive Board also shall have power to allocate the funds of the Association for the purposed of carrying out the objectives of the Association.

Section 8 - 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 Executive Board. ***(delete – The Association shall keep at the national headquarters office a record giving the names and addresses of the members entitled to vote.)***

Section 9 - Financial Responsibilities

The VMEA sections (VAMEA, VBODA, VCDA, and VEMEA) shall be financially responsible for the maintenance and operation of their organizations. VMEA provides an allotment per District annually for assistance in administrative expenses, excluding those VMEA activities involving students, which are to be self-supporting. District Chairs and Representatives submit expense vouchers to the VMEA Treasurer for reimbursement from this allotment. The Executive Board shall determine the amount of allotment.

Section 10 - Income, Deficits and Surplus Funds

Income, deficits, and surplus funds shall be administered as specified in the VMEA Event Manual. The Association shall not be obligated for any deficit

incurred by any of the various Districts unless the President or the Executive Board gives approval.

Section 11 - Student Activities

The responsibility of administration of student activities shall be vested in the VMEA interest sections involved. However, they shall be under the general supervision of the Executive Board, which works in cooperation with the Virginia High School League.

Bylaw VI – Association Interest Sections

The Associations special interest sections shall be:

- Administrators Section – Virginia Association for Music Education Administrators (VAMEA)
- Choral Section – Virginia Choral Directors Association (VCDA)
- College Section
- Collegiate Chapters
- Elementary Section – Virginia Elementary Music Educators Association (VEMEA)
- Instrumental Section – Virginia Band and Orchestra Directors Association (VBODA)

The College Section of VMEA at its discretion is encouraged to sponsor and advise a student chapter organization. The name of this organization shall be: Collegiate Chapter-VMEA

Bylaw VII – Districts

Section 1 - Divisions of the Commonwealth

The Commonwealth of Virginia shall be divided into music districts as determined by the VMEA Executive Board.

Section 2 - District Representatives

Each District shall elect a committee of three: one to represent the choral interests, one to represent the instrumental interests, and the third to represent the elementary and/or general music interests of the District.

One of these representatives shall be appointed by the President's Committee to serve as Chair. The Chair shall represent his/her District as a voting member of the Executive Board. He/she shall be the administrative head of District activities and shall have the right to appoint committees for District activities.

The Representatives of the Districts, except for the Chair, shall comprise the Council of Review. Each District Representative shall not serve more than two consecutive terms.

Section 3 - District Committees

The District Committees shall conduct the affairs of their respective Districts so as to be in accord with the general rules of the Association.

Bylaw VIII – Councils

The President as deemed necessary shall appoint Councils

Bylaw IX – Standing Committees

The President shall be empowered to appoint such standing or special committees as shall be deemed advisable to properly conduct the affairs of the Association. The State Manager as an ex-officio member may be assigned to any standing committee (with the exception of the State Manager Evaluation Committee) as necessary.

Standing Committees

- **Nominating Committee**
The Nominating Committee shall be the President-Elect, who will serve as Chair, the Vice-President, and the Presidents of the VMEA special interest sections.
- **Finance Committee**
Members of the Finance Committee shall be the VMEA Treasurer, who will serve as Chair and the VMEA special interest section treasurers the Conference Treasurer and NOTES Business Manager. In the event that a section treasurer cannot attend a meeting, then the section President is empowered to vote.
- **Awards Program Committee**
Members of the Awards Program Committee shall be the President-Elect, who will serve as Chair and the VMEA special interest section Presidents
- **State Manager Evaluation Committee**
Members of the State Manager Evaluation Committee shall be the President, who shall serve as Chair, the VMEA officers (elected and appointed) and the Presidents of the VMEA special interest sections.
- **Conference Planning Committee**
The Conference Coordinator shall be a member of VMEA appointed by the President and shall serve as Chair of the Conference Planning Committee. (November 2001) Members shall be special interest Presidents, VMEA council chairs, State Manager, Conference Treasurer, Exhibits Coordinator, Exhibits Business Manager, Assistant Conference Coordinator, and Logistics Coordinator(s).
- **Delete – VMEA Music Camp Committee**

Bylaw X – Quorum

Section 1 - District

A quorum at the District level shall consist of one-fifth of the members of the district ***of each interest section.***

Section 2 - Executive Board

A quorum of the Executive Board shall consist of not less than three-fifths of the voting members.

Bylaw XI – Publications

Section 1 - VMEA NOTES

VMEA *NOTES* is published periodically by the Association, and it shall be the official publication of the Association. A subscription for VMEA NOTES shall be included in each active, associate, and retired membership. Each local chapter of the Collegiate Chapter-VMEA shall receive bulk mailing of VMEA NOTES in sufficient quantity to meet its needs.

A. Editorial Board.

The Editorial Board shall be responsible for monitoring the content, format and style of VMEA *NOTES*, including the recommendation of the policies that relate to these areas. The Board shall be appointed by the President and consist of:

- Chair at large
- ***Administrator (delete – supervisory)*** representative
- Choral Section representative
- College Section representative
- Elementary Section representative
- Instrumental Section representative
- Past Presidents representative

B. Publication Staff.

The Publication Staff shall be responsible for gathering information, typing, editing, publishing, financing, and mailing of VMEA NOTES. The members shall be:

- Editor
- Business Manager
- Advertising Manager, ***if required***
- Assistant Editor, if required
- Art Editor, if required
 1. The Editor, Business Manager, and Chair of the Editorial Board will serve as ex-officio members on the VMEA Executive Board

2. The Editor, Business Manager will serve as ex-officio member on the Editorial Board
3. The Business Manager ***will solicit advertisers sufficient to support the expenses in the publication of VMEA NOTES***, establish and maintain a balanced budget, and consult on a regular basis with the Editor and Chair of the Editorial Board. He/she will communicate on a regular basis with the printer and the mailing service of VMEA NOTES.
4. The Advertising Manager will solicit advertisers sufficient to support expenses in the publication of VMEA NOTES. ***This may be part of the Business Managers responsibilities.***
5. The Editorial Board and Publication Staff will be appointed by the President's Committee at the June Executive Board Meeting.
6. The Editorial Board will meet as deemed necessary by the Chair through consultation with the Publication Staff and VMEA President. VMEA and the VMEA NOTES accounts would assume expenses incurred for meetings.
7. The VMEA President will participate in official Editorial Board meetings for purposes of communication.
8. Policies related to publishing VMEA NOTES will be determined by the Editorial Board in consultation with the Publication Staff and presented to the VMEA Executive Board for approval. Approval of policies may be done in a regularly scheduled meeting or by mail ballot.
9. The Editorial Board will monitor the content, format, and style of VMEA NOTES.

Section 2 - VMEA Event Manual

The VMEA Event Manual shall be published annually and disseminated through ***District Representatives as appropriate. The Event Manual shall be reviewed by the Finance Committee. The Event Manual and all forms will be provided on the VMEA website.***

Section 3 - Other Publications

The Association upon approval of the Executive Board shall publish other publications,

Bylaw XII – Amendments

Section 1 - Amendments to Bylaws

The Bylaws may be amended by a two-thirds majority of ballots cast by the members of the Association in a mail ballot referendum.

Section 2 - Mail Ballot Referendum

The ***State Manager***, upon direction of the Executive Board, shall submit by mail to all active members of the Association the proposed amendment or other pertinent business.

Amendments must be approved by not less than two-thirds of the members making returns on or before the specified date for return.

The date of return shall be not less than fifteen (15) days after the date of mailing.

Matters of business other than amendments to the Constitution or Bylaws shall be decided by majority vote.