

REVISED CONSTITUTION

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 (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.

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.

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 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. Retired membership in VMEA does not require dues and shall be awarded automatically by the President upon receipt of a written statement. The President shall announce the awarding of each retired membership to the Association in VMEA Notes.

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 publication, the Music Educators Journal.

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 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. As 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), and
- (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, President-Elect, Secretary, and Treasurer. Directors may succeed themselves and 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),
- (5) Secretary,
- (6) Treasurer,
- (7) Presidents of the interest sections, and
- (8) Chairman of the VMEA Districts.

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

- (1) Executive Director
- (2) the 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 the instrumental section,
- (5) the Collegiate Chapter Advisor,
- (6) the VMEA Notes Advisory Council Chairman,
- (7) the Editor of VMEA Notes, and
- (8) the Business Manager of VMEA Notes.

The chairmen of several Virginia arts education organization shall be invited to participate as ex-officio members also.

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.

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

(a) the Vice President shall assume the unexpired portion if it occurs in the first year of the term of the President. If the unexpired portion occurs in the second year of the term, the President-Elect shall serve the unexpired portion of the term, 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 fill the vacancy in the office of President-Elect. If the Vice President should be unable to fulfill the specified terms of office, the Executive Board shall select a former President to fill the unexpired portion of the term. A vacancy occurring among the voting members of the Executive Board or the Board of Directors may be filled for the remainder of the term of office by the President's Committee, except in instances where this Constitution specifies definite accession or process. Furthermore, a vacancy may be declared by the President's Committee if in its judgement 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.

The terms of the offices of President, Vice President and President-Elect are designated in 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, 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 duties of 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 and shall serve as Conference Coordinator and as Chair of the Conference Planning Committee during the first year of their term.

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 and shall serve as Conference Coordinator and Chair of the Conference Planning Committee during the second year of their term.

D. Duties of the Secretary. The Secretary shall notify members of meetings and keep minutes of the meetings of the Association, the Executive Board, and the Council of Review. The Secretary shall submit the minutes of these meetings to VMEA Notes and to the President within a reasonable length of time following each meeting. The Secretary shall, 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.

The Secretary shall keep an official copy of the Constitution and Bylaws of the Association and see that an accurate roll of the active, associate, and student chapter members of the Association is maintained through a Membership Chairman appointed by the Executive Board. He/she may serve as the chairman 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. The Secretary shall be a member of the Board of Directors.

E. Duties of the Treasurer. The Treasurer shall be custodian of such funds of the Association as shall be determined by the Executive Board. He/she shall deposit these funds in a depository approved by the President's Committee. The Treasurer shall present an accounting of all monies received and disbursed at each meeting of the Executive Board. All disbursements made by the Treasurer shall be authorized by the President. Annually, he/she

shall prepare and submit to the Executive Board for approval a proposed budget for the succeeding fiscal year. The Treasurer shall keep an accurate running record of membership and accurate mailing lists may be maintained through the Treasurer's office by the Membership Chairman. The Treasurer will arrange and submit to the Executive Board an annual audit and annual bank statement of all VMEA funds. The Treasurer shall be a member of the Board of Directors.

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

G. Duties of the Council of Review. The duties of the Council of Review shall be to 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.

H. Duties of the President's Committee. The duties of the President's Committee shall be to 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 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 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 Chairman, 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:

November - Nomination Committees, meeting during annual Conference prepare slates of officers (November 1994)

May - Nominees (pictures and biographies) alphabetically presented in [VMEA NOTES](#). (May 1995) Voting to occur at 1995 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.

September - Brochure announcing In-Service Conference mailed. Brochure includes an alphabetical listing of nominees (no biographies) standing for elections at that conference and contains application for absentee ballot. Application must be accompanied by photocopy of MENC membership card showing membership current through November 30 of that year.

October 15 - Deadline for absentee ballot applications to be postmarked. Applications sent to VMEA Secretary.

October 25 - VMEA Secretary mails absentee ballots with postmark of October 25 or earlier. 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 Conference. Outside of envelope indicates that ballot is enclosed. Specially marked return mail envelope is enclosed. Ballots will be embossed with the VMEA seal.

November 5 - Deadline for completed absentee ballot to be postmarked. Ballots are returned to VMEA Secretary who delivers them unopened to Conference. No absentee ballots are accepted at Conference, either delivered by voter or another person.

Procedure at Conference: Prior to the Conference, the Secretary will obtain a current members list from MENC. Persons who received absentees ballots will be so marked.

First General Session: Nominees standing for election are introduced by VMEA President with brief biographical summary. 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 the letter which invites them to appear at the first general session.

Voting site hours:

Friday 11:00 a.m. to 1:00 p.m.

Friday 5:00 p.m. to 6:00 p.m.

Saturday 8:00 a.m. to 10:00 a.m.

To vote, person demonstrates current membership by wearing conference registration badge, 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 clearly identified space, placed to provide opportunity to complete ballots privately and quietly.

Voting will take place only at the announced hours. Voting will not be held in conjunction with another Conference session. Immediately after the end of the final voting period, the VMEA Secretary and the Election Committee count the ballots. Absentee ballots are counted at this time.

Prior to the Conference, the VMEA Secretary prepares two letters for each person standing for election - one indicating election, one indicating defeat. After the ballots are counted, the appropriate letter for each person is placed in an envelope and delivered to the hotel desk. If the person has not yet checked-out, the letter is placed in the person's box. If the person has checked-out or is not registered in the hotel, the letter is left at the desk for general pick-up. After the final general session, the VMEA Secretary collects any unclaimed letters and mails them.

Final General Session: Persons newly elected are introduced.

July 1 - New Officers Assume Duties (July 1996)

Any issues raised during the election process are resolved by the VMEA President. Such issues are considered when the procedure for the next set of elections is evaluated prior to re-approval by the Executive Board.

District Representatives shall be elected to take office on the date prescribed in the Bylaw III, Section VII. The Chairman of each District shall submit a slate of at least two candidates for each of the three District Representative offices to the President not later than March 1 of the odd-numbered years. Procedures for nominating these candidates may be selected by the District members but shall be approved by the VMEA President. The President will determine the slate of candidates for any District failing to meet this deadline.

A ballot listing the names of nominees in alphabetical order, an envelope marked "Ballot" and an envelope addressed to the Secretary of VMEA shall be mailed to each member of the Association not later than April 15. Each member shall mark his/her ballot, seal it in the envelope marked "Ballot" and return it to the VMEA Secretary not later than April 30. All ballots shall be counted by a committee of not less than five (5) appointed by the President.

The VMEA Secretary shall be responsible for notifying each of the candidates of the results of the election. The candidates receiving the highest number of votes from ballots returned shall be declared elected. The results of the election shall be announced to the active membership of the Association through [VMEA Notes](#).

From the three representatives of each District, the President's Committee shall assist the President in selecting one to serve as District Chairman. In making such appointments, the President's Committee and/or the president shall endeavor to secure an equitable distribution among the three interest groups 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. Special meetings of the Executive Board and the Council of Review may be called by the President or he/she shall call a meeting of either group upon receipt of a written request signed by one-fourth of the groups members. Announcement of the date, time, and place of all meetings shall be mailed to each participant by the Secretary, at the discretion of the President, not less than ten (10) days prior to the meeting.

Section 3. District.

District meetings may be called by the Chairman 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. Meetings of educational or professional interest may be planned for the general membership by the President with the approval of the Executive Board.

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. Executive Director.

The Executive Director shall be selected by the Executive Board. The duties and compensation of the Executive Director shall be determined by the Executive Board.

Section 2. Fiscal, Administrative, and Membership Year.

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

Section 3. 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 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 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 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 Executive Board or its agent may select.

Section 6. 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 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 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 Responsibilities.

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

Section 9. 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 approval is given by the President or the Executive Board.

Section 10. 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 Association's special interest sections shall be:

- (1) Instrumental Section (Virginia Band and Orchestra Directors Association {VBODA})
- (2) Choral Section (Virginia Choral Directors Association {VCDA})
- (3) Elementary Section (Virginia Elementary Music Educators Association {VEMEA})
- (4) College Section
- (5) Supervisors Section (Virginia Association for Music Education Administrators {VAMEA})
- (6) Collegiate Chapters

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 instrumental interests, one to represent the choral 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 Chairman. The Chairman 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 Chairman, 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

Councils shall be appointed by the President as deemed necessary.

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 Executive Director, as an ex-officio member, may be assigned to any standing committee (with the exception of the Executive Director Evaluation Committee) as necessary.

Standing Committees -

Nominating Committee

The Nominating Committee shall be the Vice President, who will serve as Chairman 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 Chairman and the VMEA special interest section treasurers and the Conference treasurer.

Music Educator of the Year Committee

Members of the Music Educator of the Year Committee shall be the President-elect, who shall serve as Chairman and the VMEA special interest section presidents.

Executive Director Evaluation Committee

Members of the Executive Director Evaluation Committee shall be the President, who shall serve as Chairman, the VMEA officers (elected and appointed) and the presidents of the VMEA special interest sections.

Conference Planning Committee

The Conference Coordinator shall alternate between Vice President and President-Elect and shall serve as Chairman of the Conference Planning Committee. Members shall be special interest, VMEA council chairs, Executive Director, Conference treasurer and logistics coordinator.

VMEA Music Camp Committee

The members of the VMEA Music Camp Committee shall be appointed by the President with representation from each VMEA special interest section.

Bylaw X – Quorum

Section 1. District.

A quorum at the District level shall consist of one-fifth of the members of the District.

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 shall be 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:

Chairman at large
Representative, Instrumental Section
Representative, Choral Section
Representative, Elementary Section
Representative, College Section
Representative, Supervisory Section
Representative, Past Presidents

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

Editor
Business Manager
Advertising Manager
Assistant Editor, if required
Art Editor, if required

1. The Editor, Business Manager, Advertising Manager, and Chairman of the Editorial Board will serve as ex-officio members on the VMEA Executive Board.
2. The Editor, Business Manager, and Advertising Manager will serve as ex-officio members on the Editorial Board.
3. The Business Manager will oversee the complete production of VMEA Notes, establish and maintain a balanced budget, and consult on a regular basis with the Chairman of the Editorial Board.
4. The Advertising Manager will solicit advertisers sufficient to support expenses in the publication of VMEA Notes.
5. The Editorial Board and Publication Staff will be appointed by the President's Committee and confirmed by the VMEA Executive Board on an annual basis.

6. The Editorial Board will meet as deemed necessary by the Chairman through consultation with the Publication Staff and VMEA President. Expenses incurred for meetings would be assumed by VMEA and the [VMEA Notes](#) accounts.

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.

10. VMEA Notes financial policies approved earlier will be implemented.

Section 2. [VMEA Event Manual](#).

The VMEA Event Manual shall be published annually and sent to all Event Chairmen. The Event Manual shall be reviewed by the Finance Committee and approved by the Executive Board.

Section 3. Other Publications.

Other publications shall be published by the Association upon approval of the Executive Board.

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 Secretary, 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.