Elementary Division ByLaws

Approved February 5th 2026

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Article I – Name and Objective

Section 1. Name.

The name of this organization shall be the Elementary Division of the South Carolina Music Educators Association, hereafter referred to as the Elementary Division.

Section 2. Objective.

The objective of the Elementary Division shall be to provide leadership and assistance for the development of elementary music programs in the schools, colleges, and universities of South Carolina.

Section 3. Affiliations.

This organization shall operate daily under the constitutional authority of the South Carolina Music Educators Association.

Section 4.

This constitution and bylaws, when approved as amended, shall become effective February 8, 2024. It shall supersede any and all other constitutions of the Elementary Division.

Article II – Membership

Section 1. Active Membership.

Any SCMEA member in good standing who is currently teaching or administering a music/choral program at the elementary school level. Only active members of the Elementary Division shall be eligible to vote in business meetings, serve in any capacity representing the division, participate in Elementary Division activities, or sponsor a participant for any of the activities of the Elementary Division.

Section 2. Retired Membership.

Any former elementary music educators who have been members of the National Association for Music Education for ten years preceding retirement. Retired members may vote and hold office if they have paid Active Membership dues.

Section 3. Student Participation

Students must be an active member of the elementary music program or choral program at their school in order to be eligible to participate in Elementary Division sponsored activities.

Article III – Officers

Section 1. Executive Board.

The elected officers of the Elementary Division Executive Board shall consist of a president, immediate past-president, president-elect, secretary, and treasurer and shall be voting members of the Executive Board. The South Carolina Elementary Honor Choir Chairperson shall be an appointed, non-voting member of the Elementary Division Executive Board.

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Section 2. Election of Officers.

Officers shall be elected biennially in odd-numbered years at the Elementary Division Business Meeting held during the Annual SCMEA Professional Development Conference. No person may serve two consecutive terms in the office of president or president-elect. Officers shall assume their duties July 1 following their election.

Section 3. Nominations.

Nominations for elected officers shall be presented by the Nominating Committee at the Elementary Division Business Meeting held at the Fall Workshop/Inservice. The Nominating Committee shall consist of the officers of the Elementary Division.

Section 4. Expenses.

Reasonable expenses incurred by officers doing the work of the Elementary Division shall be reimbursed with prior approval of the Elementary Division Executive Board.

Article IV – Duties Of Officers

Section 1. President.

The president shall plan and preside at all meetings of the Elementary Division, serve as a voting member of the SCMEA Executive Board, write letters and articles for programs and periodicals as requested, oversee the general work of the Elementary Division Executive Board and its committees, and appoint committee chairpersons as needed.

Section 2. Immediate Past-President.

The immediate past-president shall perform duties of the president in the absence or disability of that officer, shall serve as a voting member of the SCMEA Executive Board, and shall aid in activities as assigned by the president.

Section 3. President-Elect.

The president-elect shall perform the duties of the president ONLY in the absence or disability of the immediate past-president, serve as a non-voting member of the SCMEA Executive Board, and shall aid in activities assigned by the president. The president-elect shall succeed to the presidency at the conclusion of his/her term of office.

Section 4. Secretary.

The secretary shall record and post accurate minutes of all Elementary Division meetings, keep an updated contact list of active members of the Elementary Division, and maintain the SCMEA Elementary Division website.

Section 5. Treasurer.

The treasurer of the Elementary Division shall be responsible for handling all Elementary Division monies, and shall maintain accurate financial records. The treasurer will work directly with the Executive Director of SCMEA to ensure all financial guidelines are followed.

Article V – Meetings

Section 1 Business Meetings.

There shall be a minimum of two (2) business meetings conducted annually by the Elementary Division.

- The first meeting shall be conducted in conjunction with the Elementary Division Fall Workshop/Inservice and shall take place in September, subject to the discretion of the Elementary Division Executive Board.
- The second meeting shall be scheduled during the Annual SCMEA Professional Development Conference.

Section 2 Other Meetings.

Other meetings may be held when needed, provided notification has been given to the membership.

Section 3 Definition of Quorum.

Members present at the Elementary Division business meetings shall be the quorum and make decisions for the entire division. Members not present will have access to the minutes and treasurer's report.

Article VI – Committees

Section 1 Standing Committees.

The Standing Committees of the Elementary Division shall be the South Carolina Elementary Honor Choir Committee, and the ByLaws Revision Committee.

Section 2 Ad Hoc or Special Committees.

Ad Hoc or Special Committees for the Elementary Division may be created and appointed a chairperson by the president with the prior approval of the Elementary Division Executive Board.

Article VII – Parliamentary Authority

Section 1. Definition

Parliamentary authority shall be the rules contained in Robert's Rules Of Order, Newly Revised, and shall govern the division in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Elementary Division.

Section 2. Parliamentarian

The president shall appoint, and employ if necessary, a qualified parliamentarian to advise on any rules of order in the meetings held.

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Article VIII – Amendments

These bylaws may be amended by a vote of majority members present at a regular meeting, provided that the amendment has been proposed in writing, posted on the website and read at a division meeting prior to the vote.

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