



AS&F

Club Application/Handbook

2018-2019

*All clubs must submit pages 2-5, along with a soft copy of the club constitution, to AS&F by 8/31/2018. The remainder of this packet is basic information to reference throughout the year.

Section 1: General Organization Information-

Club Name: NAFME

Club E-mail:

Club Web Address:

Meeting: Location: Music Building__Day/Time: _Wednesdays 6pm_ Frequency: Once a Week

Club Description: (National Association for Music Education) Explore different styles of pedagogy in both music and general education that will be useful for future professional careers.

Would your organization like a mailbox in the Student Activities area? (Space is limited)

Yes No

Section 2: Organization Category (choose one for club advertising)

Indicate the primary purpose of the chartered student organization. Please choose from the following.

Academic

Political

Cultural

Professional

Religious

Social

Service

Honorary

Section 3: Officer Contact Information

Officers: You must have at least three (3) leaders with financial signing authority, one of which will keep the financial records. Title may include President, Vice-Co-President, Delegate to Student Senate, Treasurer, Web Coordinator.		S = Signing Authority R = Record Keeper
Club President:	Name (print): Chelsea Todd	S
Phone Number: 719-849-0498	Email Address: toddca@grizzlies.adams.edu	
AS&F Representative:	Name (print): Ashley Espinoza	
Phone Number: 719-298-6131	Email Address: espinozaan@grizzlies.adams.edu	
Title: Vice President	Name (print): Jennifer Lorenzo	S
Phone Number:	Email Address: jenniferglorenzo@gmail.com	
Title: Treasurer	Name (print): Alissa Morones	SR
Phone Number: 719-321-6181	Email Address: moronesam@grizzlies.adams.edu	

Associated Students and Faculty Senate

208 Edgemont Blvd. Alamosa, CO 81101 Fax: (719) 587-7656 Phone: (719) 587-7948
Email: asf@grizzlies.adams.edu www.adams.edu

Section 4: National Support

If your organization is not affiliated with a National Organization, please go on to Section 7.

Name of National Organization: NAFME

Does your chartered student organization pay dues to the National Organization: **x** Yes No

If yes, how much per semester: **Every member pays \$50 membership fee.**

Describe the type of support your chartered student organization receives from the National Organization:

-online resources -articles -clinics -insurance -networking -professional development
-various pedagogy styles

Section 6: Constitution/Bylaws

Please submit a current copy of your club's constitution with this packet. The constitution should be read and understood by all the officers. The constitution must include:

1. Official organization name and abbreviations or acronyms.
2. A clear mission statement outlining the organization's goals and objectives.
3. Parameters of membership requirements (if any).
 - a. An equal opportunity statement.
4. A list of officers and the duties of those officers as well as the process of selection and removal of officers.
5. Advisor selection process, duties, and responsibilities.
6. Meeting policies and procedures.
7. Amendments procedure.

The constitution may not violate any article of the AS&F Constitution or any AS&F Bylaw.

A sample template of a suggested club constitution may be found in the Forms section of the ASU Clubs website: <http://blogs.adams.edu/asf-voices/forms/new-club-packet/>

Section 7: Advisory Support

Please list your ASU faculty and/or staff Advisor. Every chartered organization *must* have an Advisor.

Name: Dr. Tracy Doyle

Title: Professor of Music/Music Education

Office Address: Music 201

Office Phone: 719-587-7574

E-mail: tdoyle@adams.edu

Section 8: Advisor Agreement

Advisors for the Adams State University must meet the following criteria and fulfill the following responsibilities:

Advisor Criteria

1. The Advisor must have been selected by the student membership as outlined in the organization's Constitution.
2. The Advisor must be employed by ASU as at least part time faculty, staff, administrator.

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Advisor Suggestions:

1. Provide guidance in program and financial matters.
2. Encourage open lines of communication between students, faculty, and staff.
3. Maintain an inventory of permanent items that are the property of the organization.
4. Provide an element of continuity for student organizations from year to year, due to the factor of student turnover.
5. Assist the student officers in attaining organizational goals and following any requirement stated in the club Constitution or Bylaws.

Section 9: Risk and Hazard Waiver:

I/we acknowledge that I/we am/are aware of any hazards and risks which may be associated my participation in club activities. I/we understand, accept, and assume those hazards and risks, and waive all claims against the State of Colorado acting through the Board of Trustees of Adams State University.

Section 10: Statement of Responsibility/Accountability:

As officers of a chartered student organization, we understand and agree to abide by the Adams State University Colorado policies and procedures, the code of student rights and responsibilities as published by the Dean of Students Office, and the applicable local, state and federal laws. It is the responsibility of the officers to communicate these regulations and laws to their members. Each student organization is required to charter annually to be considered in good standing with the Adams State University. It is the officers' responsibility of the chartered student organization to update the officer contact and advisor information as changes occur.

Section 11: Equal Opportunity Agreement

It is the policy of the Student Senate that organizations may not exclude students from membership on the basis of ethnicity, race, color, national origin, sexual orientation, gender, creed, disability, veteran status, or religion. In cases of regional, national, or international affiliated groups, the Adams State University chartered groups affirm to Student Senate that membership selection policies and procedures of the parent organization do not require the local organization to exclude any student from membership based on the policy listed above.

The exception to this rule is any organization associated with the Title 9 Education Amendment:

“(6) Social fraternities or sororities; voluntary youth service organizations

this section shall not apply to membership practices -- (A) of a social fraternity or social sorority which is exempt from taxation under section 501(a) of Title 26, the active membership of which consists primarily of students in attendance at an institution of higher education” (Title IX, Education Amendments of 1972).

Section 12: Hazing Agreement

Adams State University prohibits recognized fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities

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sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person as a condition, directly or indirectly, of the person's consideration or, continuation in, admission to membership in, participation in activities of, receipt of benefits or services from, an organization or group. **No persons may consent to participation in hazing activities.** Further, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to the following activities: Whipping; beating; paddling; branding; calisthenics; running; exposure to the elements; forced consumption of food, liquor, or drugs (legal or illegal), or any other substances; sleep deprivation; forced exclusion from social contact; conduct which could result in any form of embarrassment; nudity; coerced sexual harassment; kidnapping; or car drops, when conducted in a prohibited manner as defined above.

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities. Every precaution must be taken to protect against University, individual, and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities.

Please sign to state you have read and agree to the above Sections 8-12:

NAFME

Club Name

[Signature]

Officer Signature

[Signature]

Officer Signature

[Signature]

Advisor Signature

[Signature]

Officer Signature

[Signature]

Officer Signature

NAfME Constitution 2018-2019

ARTICLE I NAFME (National Association for Music Education)

ARTICLE II Gain professional and pedagogical skills that will prepare members for careers in the music education field through meetings and events.

ARTICLE III Membership

A. **Classes**

Officers: Elected annually by voting, majority rules. President breaks tie.

Officer Eligibility: Must be a part of the club for a minimum of one full semester, and attend a minimum of 3 events per semester.

Privileges: Ultimatum on decisions, leading of meetings, input in bylaws for constitution write-up, driver/room manager for traveling/hotels, have a voice and can vote at club meetings, free participation in all events, and participate in NAFME professional development opportunities.

General: All music education majors are recommended, though all are welcome.

General Eligibility: Must be current student or faculty member. Must attend a minimum of 3 events per semester.

Privileges: Have a voice and can vote at club meetings, free participation in all events, and participate in NAFME professional development opportunities.

B. **Requirements**

There is a \$50 membership fee that is paid to NAFME and a \$20 dues that are paid to our chapter, Members must participate in collegiate NAFME meetings and must have minimum of 5 active members.

C. **Membership**

Must register online and pay membership fee of \$50 by November 1st.

Dues of \$20 must be paid by Oct. 15th. To keep membership, you must attend meetings regularly and participate in club events.

ARTICLE IV OFFICERS

- A. **President:** Chelsea Todd
Vice President: Jennifer Lorenzo
AS&F Representative: Ashley Espinoza
Treasurer: Alissa Morones
Secretary: Skye Montoya

B. Elected by motion of NAFME members, must be seconded. All elected members are voted on by music majors and minors.

C. **President:** Organization of all meetings and activities, keep advisor informed, keep members up to date, making sure deadlines are achieved.

Vice President: Shadows President for preparation of becoming president. Head of events and planning certain events

AS&F Representative: Attend all Monday evening AS&F meetings and relay all information back to club president or vice president.

Treasurer: Record holder of all finances by the club and relay information back to president or vice president.

Secretary: Take minutes at all meetings, reminders of meetings, relay of notes to all members, specifically the president or vice president.

D. **President:** 1 year

Vice President: 1 year, with implied presidential standing for following year.

AS&F Representative: 1 year

Treasurer: 1 year

Secretary: 1 year

ARTICLE V

ELECTION OF OFFICERS

A. Elections are held during the Spring semester. Elected by motion of NAfME members, must be seconded.

B. After nominations are made; the nominees present their cases as to why they deserve their position. All elected members are then voted on by music majors and minors.

C. Voting is necessary

ARTICLE VI

CLUB REPRESENTATIVE

A. Club Representative must meet all requirements as laid out by the AS&F Government Constitution.

B. Election of Club Representative will be held in April of every school year.

C. Elections will be held within the club. Nominations of individuals must be submitted to the AS&F Election Commission two weeks prior to the club election date. After approval of nominees by the AS&F Election Commission, an election will be held within the club. All ballots must be submitted to the AS&F Election Commission for approval of Club Representative.

ARTICLE VII

MEETINGS

A. Annual meetings are held at CMEA on a collegiate level.

B. Regular meetings are held weekly on Monday at 6 p.m.

a. Special meetings are held to prepare for professional development, events and homecoming.

ARTICLE VIII

FINANCES

A. Budget details are discussed with the club advisor, president, vice president and treasurer. When presenting a bill, a point check is done with AS&F.

B. Online fees of \$50 due November 1st.

C. Membership dues are \$20 and are due October 15th.

ARTICLE IX

SPONSORSHIP

NAfME Constitution 2018-2019

- A. Club will be sponsored
- B. Club sponsor is Dr. Doyle, Professor of music/music education.

ARTICLE X AMENDMENTS BY LAW

- A. Considered if two or more disagree on an article.
- B. Vote will be required.

ARTICLE XI NON DISCRIMINATORY STATEMENT

- A. Adams State University's Chapter of NAfME does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our club and campus.

