

As approved by the Pasmae General Assembly, 1<sup>st</sup> July 2017, Mbabane, Swaziland

PAN AFRICAN SOCIETY FOR MUSICAL ARTS EDUCATION (Pasmae)

Pasmae Policy Documents

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July 2017 DRAFT Edition

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## INTRODUCTION

### **Background**

The Pan African Society for Musical Arts Education (Pasmae) was initially founded as PASME, the Pan African Society for Music Education, in Zimbabwe in August 2000, with Caroline van Niekerk as the first PASME President. The first edition of the newly named Pasmae Constitution and Bylaws was approved at the conference in Lusaka, Zambia, from 21-25 August 2001, where Van Niekerk stepped down after her term of office as President, but was re-elected as Secretary General, for the period until the next conference in Kenya in July 2003. Meki Nzewi was elected as President in 2001. The second Constitution and Bylaws were subsequently approved at the General Assembly in Kisumu in 2003.

### **Pasmae Constitutional Review 2016**

The current edition of the Pasmae Constitution and Bylaws incorporates changes in policy and has been prepared by a Constitutional Review Committee consisting of Judy Thönnell (Chair), Caroline van Niekerk, Marcus Desando with Pasmae President Benon Kigozi (ex officio).

<b>I CONSTITUTION</b>
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*To be proposed for adoption at the Pasmae General Assembly, 2017*

**Article I – Name**

The official name of this Society shall be the Pan African Society for Musical Arts Education, to be abbreviated as Pasmae, and referred to in the Constitution as "Pasmae" or "the Society".

**Article II – Nature and Purpose of the Society**

Pasmae will concern itself with the promotion of Musical Arts Education throughout Africa. It is constituted as an autonomous society that operates on a non-profit basis and is the representative arm of Africa in ISME.

The purpose of the Society is to foster music and arts in the education of people of all ages throughout Africa; to enable all such people to enjoy music and to take part freely in community music activities; to provide a forum for discussion, debate and advocacy of musical arts education related matters, and to assist music educators in the preservation, promotion and teaching/learning of the music cultures of human society while developing creative and competent musicians for the contemporary world.

**Article III – Objectives of the Society**

The objectives of the Society shall be to facilitate and promote Musical Arts Education in Africa through:

1. advancing the research, study and understanding of African music
2. informing the governments of African countries on the values of Musical Arts Education for
  - a. the conservation as well as modern advancement of the cultural heritages of African peoples and societies
  - b. the enhancement of the cultural integrity and human pride of African peoples and societies
  - c. the positive representation and presentation of African human genius and mental civilisations
  - d. the excitation and overall stimulation of creativity
  - e. the mental stability and physical health of the individual
3. assisting music educators in Africa in advocacy efforts, the preservation and teaching and practice of knowledge of the music cultures of African societies which will enable inter-cultural respect, understanding and cooperation
4. guiding and facilitating the teaching and learning of the music of other cultures of the world in Africa for overall world, human understanding and cultural respect
5. encouraging and supporting the development and production of appropriate materials for lifelong Musical Arts Education
6. developing, advising and assisting creative artists who will be capable of promoting knowledge about the content, practice and meaning of African Musical Arts

7. encouraging the sharing of knowledge and experiences relative to Musical Arts Education in Africa with the rest of the world.

In order to realise these objectives the Society shall, through the Executive Committee (Exco):

1. oversee regular and special conferences (African and sub-regional)
2. issue such publications (hard copy and/or electronic copies) as may be deemed necessary
3. legally deposit publications referred to in 2. in the country of publication, issued with ISBN/ISSN numbers and distributed (in hard or electronic copy) as widely as possible for publicity purposes
4. establish, or recommend to the General Assembly the establishment of, Commissions, Councils, Committees and/or the appointment of functionaries as appropriate for carrying out the work of the Society
5. authorise such other activities as may be appropriate to achieve the purpose of the Society
6. act on behalf of the Society on all matters of relating with governments, other organisations, institutions and persons.

#### **Article IV – Powers of the Society**

PASMAE derives its authority from its membership, which empowers the Society to act on their behalf in advocacy, coordinating and advisory roles in matters concerning Musical Arts Education and its practice in Africa. It is furthermore bolstered by its status as an ISME affiliate, and in turn by ISME's position relative to the IMC (International Music Council) and UNESCO. The Society is empowered by its members to raise funds and enter into transactions in pursuit of its objectives (see above). However, members or office bearers have no rights to assets of the Society and shall not incur any liability beyond the payment of annual membership fees.

The Society shall:

- exist in its own right, separately from its members
- be able to own property and other possessions
- be able to sue and be sued in its own name.

The Society shall canvass the recognition and support of African and world bodies such as the African Union, UNESCO through the IMC and ISME in the execution of its objectives. Individual African governments will also be approached to give encouragement to the formation of national music education associations where none currently exist, or to support the affiliation of any such society, as the case may be, with PASMAE, for the mutual benefits imperative.

PASMAE shall seek to obtain recognition from the AU (African Union) and through it from all African governments for the purposes of influencing continentally matters relating to effective and meaningful Musical Arts Education in Africa.

The Society shall include its General Assemblies and election procedures, its Exco and functionaries appointed by Exco, its Advisory Committee and its national

representatives and affiliated national bodies. The Society continues to exist as its membership changes and the office bearers change or are replaced.

#### **Article V – Membership**

Membership of the Society shall be open to all categories of persons engaged in African Musical Arts Education, its research, promotion and dissemination in Africa and elsewhere, irrespective of age, sex, race, religion, language or nationality. Only paid-up members shall be regarded as, and be able to claim to be, official members of the Society.

The Exco shall propose appropriate categories and conditions of membership for the Society. Such categories shall be approved by the General Assembly.

#### **Article VI – Honorary President and Honorary Life Members**

Where there is a suitable individual deserving of such a position, he or she may be proposed unanimously by the Exco, and then be ratified at the General Assembly. An Honorary President shall have full voting rights and be permitted to attend Exco meetings if he or she so wishes. Deserving individuals can also be nominated to be Honorary Life Members.

#### **Article VII – Executive Committee (Exco)**

The Exco shall be the legal representative of the Society, responsible to the General Assembly. Exco shall hold and administer all property, funds and affairs of the Society. In electing Exco, issues of efficiency, accessibility and geographic spread should be taken into account. Provisions for the regulation of the internal affairs of the Society, including finances and the administration thereof, shall be specified in the Bylaws of the Society.

To be eligible for nomination to the Exco, a person must have been a paid up member for a minimum of two years, attended at least two Pasmae conferences within the past four years and ideally, but not necessarily, served as a Pasmae sub-committee member and in such capacity have contributed harmoniously, collaboratively and effectively to that sub-committee.

The Exco shall comprise the:

- Honorary President (should he or she wish to attend Exco meetings)
- President, who shall be the Chairperson of the Exco
- Past President
- President Elect
- Additional Vice Presidents, who shall be geographically dispersed. (There should be a minimum of three and a maximum of five (for southern, eastern, western, central and northern Africa.)

Regional Vice Presidents administer regional activities of the Society; they promote membership and interest in and activities of the Society at the regional level; represent the members of the region at Executive meetings; and shall perform other duties as are necessary and proper to the conduct of the office, or which the Executive may from time to time direct with the guidance of the President. A Regional Vice President

prepares and submits a written report to the Society President prior to all Executive Meetings regarding activities for his/her Region.

### **Secretary General/Treasurer**

With the exception of the Secretary General/Treasurer, all officers are elected to their positions for a two-year term by secret ballot on the occasion of a General Assembly of the Society. The President Elect automatically joins the Executive Committee for two years, then becomes the President for the next two years. At the end of the two years as President he/she becomes Past President, in order to ensure continuity and offer mentoring to the incoming President and new Exco members. Neither the President Elect, President nor Past President, serving together on the Exco, should be of the same African nationality.

The Secretary General/Treasurer shall be a suitable person for the position, appointed for a renewable two-year term by the Exco, ahead of each General Assembly. The appointment will be announced at each General Assembly.

Exco positions are voluntary and not remunerated, with the exception of the Secretary General/Treasurer who receives an honorarium, determined by Exco and reviewed each biennium.

The Secretary General/Treasurer can be assisted by appointed functionaries of the Society such as a Bookkeeper and/or Webmaster and/or Operations Manager, or one or more of these roles can be fulfilled as part of the role of Secretary General, as determined by Exco, and according to the availability and capabilities of the Secretary General.

### **Article VIII – Expert Committee**

Appointed experts can include:

- A Director Educational Resources – for generating, producing and disseminating educational materials
- A Director MAT (Musical Arts-Action Team) cells – for coordinating the activities and disseminating the products of the MAT cells
- A Director Music Technology – for the planning of increasing utilisation of and capacity building in the areas of Music Technology
- A Databank Operator – for the efficient collection and documentation of materials strategic to the achievement of objectives.

### **Article IX – Advisory Committee**

The Advisory Committee comprises National Representatives, from all possible African countries, and representative of the African diaspora, and is responsible to Exco for promoting the image, status and aims of Pasmae and for coordinating Pasmae objectives and activities in their respective countries.

### **Article X – Conferences**

The Society's main biennial conferences shall be held in uneven numbered years, between the biennial ISME conferences in even numbered years. Conferences should

move from country to country around the African continent, and especially not return to a city where a conference has previously been held unless all other options have been exhausted and no solution is found.

Additional sub-regional conferences may also be held, but scheduled so as not to conflict with ISME and PASMAE biennial conferences.

**Article XI – General Assembly**

Members shall be convened in a General Assembly at each biennial conference of the Society. Provisions governing meetings of the PASMAE General Assembly shall be specified in the Bylaws of the Society.

**Article XII – Elections**

The election and/or appointment of the members of the Exco and the functionaries of the Society are specified in the Bylaws of the Society.

**Article XIII – Affiliations**

Although the African-continental arm of ISME, the Society shall be free, on the recommendation of its Exco, and with the approval of its General Assembly, to affiliate with such other continental, regional and national organisations as may seem mutually beneficial. The Society shall also encourage national Musical Arts Education bodies in countries across the continent to affiliate to PASMAE.

**Article XIV – Amendments**

Amendments to this Constitution may be adopted by a two-thirds majority of delegates casting votes, either on-line or in the General Assembly. The text of any amendment proposed by a member shall be accompanied by the name and signature of the proposing member and the name and signature of the seconding member, and shall be received by the Secretary General at least 30 days prior to the meeting of the General Assembly at which it is to be considered. The text of any proposed amendment to the Constitution to be considered at a meeting of the General Assembly shall be provided to each member of the Society by the Secretary General at least 21 days prior to the meeting.

**Article XV – Property**

Any property and possessions of the Society shall be deemed as being held in trust for the membership. Professional advice shall be sought as to the best way in which to utilise the Society's investments, so as to maximally achieve its objectives.

As a volunteer organisation the Society may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the Society. The payment must be pre-approved as stipulated in the Bylaws and be a reasonable amount for the work that has been done.

Members or office bearers of the Society do not have rights over anything that belongs to the Society.



### **Article XV – Dissolution**

1. The dissolution of the Society may be pronounced only at a General Assembly specifically convened for that purpose. A two-thirds majority of the delegates casting votes shall be required to dissolve the Society.
  
2. Any assets remaining to the Society shall be disposed of by the General Assembly on the recommendation of the Exco. Such assets shall be given over to one or more non-profit organisations pursuing similar objectives as Pasmae. In no event may any portion of such assets be distributed among the members of the Society and/or its Exco.

## **II BYLAWS**

### **Bylaw I – Membership and Dues**

1. Membership in the Society shall require:
  - a. application to the Secretary General, as designated by Exco
  - b. payment of dues.

Categories of membership shall include but not be limited to:

  - a. Honorary President
  - b. Honorary Life
  - c. Individual African Musical Arts educator/researcher/promoter, in Africa or elsewhere
  - d. Library
  - e. Institutional in Africa or elsewhere, concerned with education in African Musical Arts
  - f. Organisational
  - g. Patron.
2. The conditions, rights and privileges of the various categories of membership are specified by the Executive Committee (Exco) and changes need to be proposed and approved by a General Assembly.
3. Dues for the various categories of membership shall be fixed by the Exco within limits established by the General Assembly. Any increase in dues must be approved by the General Assembly.
4. Membership in the Society shall be for a two-year period. Renewals and new memberships shall be solicited ahead of main and sub-regional conferences. A joining fee, fixed by the Exco, will apply to first time members, starting from June 2018. Members renewing in time after this date will not pay the joining fee.
5. An individual or organisation may be solicited and appointed by the Exco to serve as the Society's reporter for any country or geographic area.

### **Bylaw II – General Assembly**

1. Members of the Society shall be notified of the time and place of each meeting of the General Assembly by the Secretary General at least 30 days prior to the meeting. Any member of the Society shall have the right to propose and second resolutions. The text of any resolution proposed by a member shall be accompanied by the name and signature of the proposing member and the name and signature of the seconding member. Each paid up member of the Society present shall be considered a voting member of the General Assembly, supplemented by electronic votes from members unable to attend.

2. The agenda for an ordinary session of the General Assembly shall include, but not be limited to, the following:
  - a. Executive Reports:  
A biennial report by the President on behalf of the Exco on the activities of the Society
    - a proposed plan for the next biennium by the President Elect
    - a biennial audited financial report by the Treasurer
    - a proposed budget for the forthcoming biennium by the Treasurer (necessary expenditures of Society funds authorised by the Exco until the General Assembly has approved a budget for the biennium)
  - b. Biennial reports by any Special Committees, Study Groups or Commissions as requested by the Secretary General
  - c. The establishment of limits for dues for the various categories of membership
  - d. The election of new Exco members and National/Regional Representatives of the Exco, plus the appointment of functionaries such as an auditor for the forthcoming biennium
  - e. An announcement of the date and place of the next meeting of the General Assembly.
3. Voting shall be by secret ballot taken on any issue at the request of at least one Voting Delegate.
4. Unless otherwise specified in these Bylaws, all actions by the General Assembly, supplemented by on-line voting, shall require a simple majority of the votes cast.
5. The President chairs the meeting of the General Assembly or can appoint a presiding officer if he or she so wishes. In the event of a parity of votes the vote of the presiding officer/President shall be decisive.
6. Issues concerning rules of order or procedure pertaining to meetings of the General Assembly and/or the Exco shall be informed by Robert's Rules and decided by the President and Secretary General.

### **Bylaw III – Officers**

1. The officers of the Society, who comprise the Executive Committee, shall be the Honorary President (where relevant), ex officio  
President  
Past President  
President Elect  
Vice Presidents (minimum three, maximum five)  
Secretary General/Treasurer.
2. The President shall be the official representative of the Society. The President shall direct and supervise the activities of the Society and consult regularly with the officers.

In the event of the absence of the President his or her duties shall be assumed by the President Elect or the Past President, in that order.

3. The Exco shall be responsible for the funds of the Society, approving or rejecting proposals from the Secretary General/Treasurer, which shall be disbursed upon signatures of at least two Exco members.
4. In the event of the temporary incapacity of any officer the Exco may, on the nomination of the President, designate a substitute to serve until the incapacity no longer exists. Any officer proving not active, and not communicating for a period of three months, shall be substituted.

#### **Bylaw IV – Meetings**

1. Minutes of all Exco meetings and general assemblies must be taken, must be kept safely and must always be available for members to consult. This is the responsibility of the Secretary General.
2. At least three members of Exco must participate in any given Exco meeting, including either the President or the Secretary General. In addition to electronic voters, at least fifty percent (50%) of members present at any biennial conference must attend a General Assembly in order to constitute a quorum.
3. Only Exco members present at physical or virtual meetings of the Exco shall have the right to vote. Voting electronically is permitted, as directed by the President, and to be carried out by the Secretary General. A record of electronic voting, held between physical meetings (online or by email), must be kept and included in forthcoming minutes as an appendix to the minutes.
4. Decisions taken at an Exco meeting stand for at least two subsequent Exco meetings before they may be revoked.

#### **Bylaw V – Administration**

1. The Exco can appoint additional administrative personnel or can authorise the Secretary General to do so.
2. **The duties of the Secretary General shall be to:**
  - a. conduct the daily business of the Society within the framework of the resolutions of the General Assembly, according to instructions of the Exco, by
    - calling Exco meetings
    - minuting meetings
    - disseminating information to the members
    - liaising with Regional Representatives
    - managing voting processes
    - overseeing general administration

- b. archive documents and publications for historical records and safekeeping
  - c. maintain a database of members and interested/affected parties, assisted by appointed functionaries of the Society such as a Bookkeeper and/or Webmaster and/or Operations Manager
  - d. oversee practical matters concerning conferences, on instruction from the Exco
  - e. liaise with and disseminate information to members and all interested parties regularly, at least quarterly
  - f. promote the Society throughout Africa.
3. **Treasurer duties shall be to:**
- a. chair a finance committee consisting of the Secretary General and one other person, with the President ex officio
  - b. prepare and report on finances at regular intervals, but at least twice per annum
  - c. propose expenditure and dues to the Exco
  - d. work with the appointed auditor.
- Three of the Exco should be signatories on the PASMAE bank account, with one required to sign for payments up to an amount fixed by the Exco. Above that amount, two signatures should be required. All payments must be authorised by the President, by email, and a record of these agreements be kept on file for auditing purposes. The three signatories on the PASMAE bank account should be the following: the President, the Secretary General and one other.

## **Bylaw VI – Elections**

1. The President Elect and other officers shall be elected by the members of the Society. Voting shall be conducted in a manner as provided for by the Exco, either electronically or at a conference, by secret written ballot. A call for nominations and necessary supporting information shall be distributed by the Secretary General prior to the close of voting to all members of record who are eligible to vote. The closing date for voting shall be designated by the Exco.
2. At the expiration of his or her term the President shall succeed automatically to the office of Past President and the President Elect shall succeed automatically to the office of President.
3. Each officer shall serve a two-year term beginning at the conclusion of the General Assembly at which he or she is elected/appointed.
4. Officers may be re-elected for one additional term, after which they shall be ineligible for the same office for a two-year period.
5. No person may serve for more than one two-year term as President Elect, President or Past President. These three positions should be held by individuals from three different African countries.

6. The General Assembly may elect an Honorary President, who shall serve for life.
7. In the event of the death or resignation of the President, the President Elect shall succeed to the presidency and shall serve for the unexpired portion of the term of the President. If the unexpired portion of the term is more than one year, the President Elect shall serve the unexpired portion only and shall not then succeed to a full term as President. If the unexpired portion of the term is one year or less, the President Elect shall serve the unexpired portion and shall then succeed to a full term as President.
8. In the event of the death, resignation or succession to the presidency of the President Elect, the Exco shall select a person to fill that office and in due course that person shall succeed automatically to the office of President as prescribed in these Bylaws. If the death, resignation or succession to the presidency occurs before a slate of candidates for President Elect for the forthcoming biennium has been presented, the Exco shall be asked to nominate one candidate to assume office immediately as President Elect. If the death, resignation or succession to the presidency occurs after the candidates for President Elect for the forthcoming biennium have been determined, the President Elect shall be selected from among the candidates for that office.
9. In the event of the death or resignation of the Past President, the vacancy shall not be filled and the Exco shall designate one or more other members of the Exco to assume any responsibilities assigned to the Past President.
10. In the event of the death or resignation of any Exco member, the Exco may appoint an individual to serve in that capacity for the unexpired portion of the term.

#### **Bylaw VII – Commissions, Councils and Committees**

Commissions, Councils and Committees may be established by the General Assembly on the recommendation of the Exco. No Commissions, Councils or Committees shall have access to any funds of the Society unless specifically authorised by the Exco.

#### **Bylaw VIII – Languages**

The official languages of the Society shall be English and those languages appropriate to the venue of the conferences and seminars of the Society.

#### **Bylaw IX – Amendments**

Amendments to these Bylaws may be adopted by a simple majority of Voting Delegates casting votes electronically/in the General Assembly. The text of any amendment proposed by a member shall be accompanied by the name and signature of the member proposing the amendment and the name and signature of the member seconding it and shall be received by the Secretary General at least thirty (30) days prior to the meeting of the General Assembly at which it is to be considered. The text of any proposed amendment to the Bylaws to be

considered at a meeting of the General Assembly shall be provided to each member of the Society electronically at least 10 days prior to the meeting.

*Constitution and Bylaws were adopted at the PASMAE General Assembly in ...*