



**QUICKSTART GUIDE**  
FOR YOUR NAFME  
COLLEGIATE CHAPTER



800-336-3768  
[nafme.org/collegiate](http://nafme.org/collegiate)  
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This Quickstart Guide has been prepared to facilitate the work of the members and advisors of the Collegiate chapters of the National Association for Music Education. This document provides information on procedures for Collegiate membership, the framework for communication among local, state, division, and national levels, and offers suggestions to assist students and chapter advisors in planning chapter activities.

## WELCOME TO NAFME COLLEGIATE!

Whether you're a new chapter leader or an experienced one, NAFME thanks you in advance for your leadership of the NAFME Collegiate chapter on your campus. Offering future music educators support through NAFME membership will provide a strong foundation for their professional development and future success.

Please encourage the music education students at your institution to join or renew as soon as possible at [nafme.org/collegiate](http://nafme.org/collegiate).

Remember, NAFME Collegiate membership runs from July 1 to June 30, and the first issue of *Teaching Music* magazine comes out in August, while the first issue of *Music Educators Journal* comes out in September, each year. Early renewal will ensure that your students get a full year of member benefits!

Do you need a current roster for your chapter or additional promotional materials, or do you have a question about NAFME Collegiate? Please email [collegiate@nafme.org](mailto:collegiate@nafme.org) for support.

Thank you again, and best wishes for a successful year!

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## BACKGROUND

NAfME is among the world's largest arts education organizations and is the only association that addresses all aspects of music education. NAfME advocates at the local, state, and national levels; provides resources for teachers, parents, and administrators; hosts professional development events; and offers a variety of opportunities for students and teachers. The Association works to ensure success for millions of students nationwide and has supported music educators at all teaching levels for more than a century.

## PURPOSE

The purpose of NAfME Collegiate is to afford future music educators an opportunity for professional orientation and development while still in school and to enable them to gain an understanding of

- the basic truths and principles that underlie the role of music in human life;
- the philosophy and function of the music education profession;
- the professional interests of members involved in the local, state, division, and national levels;
- the knowledge and practices of the professional music educator as facilitated through chapter activity.

## NAfME STRUCTURE

NAfME is member-driven, responding to the needs of membership through its structure of [Societies, Councils, and task forces](#), its close ties with the [federated music education associations \(MEAs\)](#), and its elected leadership.

The NAfME National Executive Board (NEB) are the officers of NAfME and the leaders at the division level. The NEB relies on the National Assembly, comprising Federated Music Education Association (MEA) leaders, for guidance. The National Assembly meets annually to provide input on national policies and organizational efforts.

## DIVISIONS

NAfME is divided into six geographical divisions: Eastern, North Central, Northwestern, Southern, Southwestern, and Western. All divisions have elected and appointed leaders who represent regional concerns and provide input for national issues and efforts.

NAfME Divisions with States in Each					
Eastern	North Central	Northwest	Southern	Southwestern	Western
President Immediate Past President President-Elect					
CT EU DC ME MD MA NH NJ NY PA RI VT DE	IL IA IN MI MN NE ND OH SD WI	AK ID MT OR WA WY	AL FL GA KY LA MS NC SC TN VA WV	AR KS NM TX CO MO OK	AZ CA HI NV UT

## FEDERATED MUSIC EDUCATION ASSOCIATIONS

NAfME and its 53 federated music education associations work together to form a close network of information and resources. The federated associations function independently of NAfME, addressing concerns and offering a variety of membership activities, including in-service conferences, festivals, and competitions.

## LOCAL

Membership in the national and federated associations is reciprocal. Students who apply for Collegiate membership become members of NAfME and the MEA in which state their college/university is located, entitling them to the rights and privileges associated with membership at the national level (except voting and holding office) and state levels.

## COLLEGIATE ADVISORY COUNCIL

The [Collegiate Advisory Council](#) is the governance body for NAfME Collegiate and consists of the Council Chair, the NEB liaison to the Council, a Chair-Elect, and representatives from each of the six NAfME divisions.

# COLLEGIATE CHAPTER STRUCTURE

## MEMBERSHIP ELIGIBILITY

NAfME Collegiate membership is a membership classification that provides full member benefits to music students at the college and university levels.

Any college or university may form a Collegiate chapter of NAfME. The following steps are encouraged when forming a Collegiate chapter:

- Gain approval from the head of the music department or school of music;
- A designated member of the faculty who is an NAfME member must be appointed as the chapter advisor; and
- At least one student must be enrolled as a Collegiate member.

As soon as possible, inform NAfME of your new chapter ([collegiate@nafme.org](mailto:collegiate@nafme.org)). The chapter bears the name of the campus on which it is organized, and a number is assigned to each chapter by the NAfME national office.

## JOINING OR RENEWING

New members should go to [nafme.org](http://nafme.org) to join NAfME Collegiate online. For renewals, students should also login at [nafme.org](http://nafme.org). If you have questions, please contact Member Services at 800-336-3768 or [memberservices@nafme.org](mailto:memberservices@nafme.org).

## NATIONAL AND STATE DUES

The total dues collected from each member represent both national and state dues. Collegiate members become members of the state or regional music education association in which the college or university is located.

## LOCAL FEES

Officers and Advisors may or may not choose to collect an additional local fee for chapter operation. Local fees will be independent of NAfME dues and are not mandated, administered, or regulated by NAfME.

## CHAPTER ADVISORS

The chapter advisor serves as a link in communication between the NAFME national office and the members of the chapter at their institution. It is essential that each advisor provide NAFME with current contact information. Contact information may be updated by emailing [collegiate@nafme.org](mailto:collegiate@nafme.org).

### A CHAPTER ADVISOR MUST:

- Be a current member of NAFME;
- Be a member of the music faculty, dedicated to the preparation of music educators;
- Understand the aims and objectives of music education in the schools.

### CHAPTER ADVISOR RESPONSIBILITIES:

- Share NAFME promotional and recruitment materials with returning and prospective member students;
- Explain the nature, purpose, and function of NAFME during chapter meetings;
- Promote the benefits of NAFME Collegiate membership to students and faculty during orientation meetings, methods classes, and other department functions;
- Discuss and promote professional behaviors and attitudes among chapter members;
- Encourage interest and participation of students in NAFME Collegiate on campus and at state and national conferences and events;
- Help officers fulfill their respective duties, including the maintenance of chapter records.

## CHAPTER OFFICERS

Chapters may choose to elect a president, vice president/president-elect, secretary, and treasurer, as well as any other positions deemed necessary or appropriate by chapter leadership. Officers can be useful for involving members and expediting the work of the chapter.

### SUGGESTED CHAPTER OFFICER DUTIES

#### PRESIDENT

- Preside at chapter meetings;
- Develop an agenda for meetings;
- Represent the chapter on- and off-campus.

#### VICE PRESIDENT/PRESIDENT-ELECT

- Coordinate the membership drive;
- Schedule guest speakers with assistance from chapter officers.

#### SECRETARY

- Record the minutes of chapter and executive meetings;
- Handle correspondence for the chapter, including thank-you letters to speakers;
- Report chapter activities for publication in local newspapers and blogs as well as federated MEA and national NAFME periodicals.

#### TREASURER

- Maintain membership records;
- Prepare a chapter roster at the conclusion of the enrollment period;
- Maintain the chapter's financial records.

### MEMBER OPPORTUNITIES

NAFME Collegiate members are strongly encouraged to attend national, division, and state conferences. Registration fees are frequently offered to Collegiate members at a significantly discounted rate. By attending in-service conferences, Collegiate members can build their professional networks by meeting music educators at all stages of their careers, as well as fellow future music educators. These conferences provide a variety of sessions, special-interest workshops, performances, and exhibits displaying the latest teaching materials and equipment available to assist music teachers throughout their careers.

## NAfME COLLEGIATE RECOGNITION PROGRAMS

The purpose of the [NAfME Collegiate Recognition Program](#) is to acknowledge chapters and their members for exemplary chapter activities and member achievements, and thereby provide models of achievement for other chapters and Collegiate members.

All active Collegiate chapters and Collegiate members are eligible to participate in the Collegiate Recognition Program. The opportunities are:

### NAfME COLLEGIATE CHAPTER OF EXCELLENCE

Conferred annually, this award was developed to recognize successful chapter music programs, professional development projects, recruitment techniques, and service projects. Up to three projects in each category receive recognition.

Please watch your email and check the NAfME website for deadline information.

The entry form for the program is found at [nafme.org](#). Each recipient chapter receives a plaque from NAfME during the annual Collegiate Advocacy Summit and Hill Day and will be recognized on the NAfME website.

### PROFESSIONAL ACHIEVEMENT AWARD

Chapter advisors nominate select members of their chapters for their commitment and dedication to NAfME and music education. Recipients of this award have served their chapters in an exemplary manner and receive a certificate of achievement.

The application for this award can be found at [nafme.org/collegiate](#). Please watch your email and check the NAfME website for deadline information.

## SUGGESTIONS FOR CHAPTER MEETINGS

- Elected NAfME leaders or staff members to discuss NAfME structure and/or chapter proven practices.
- Representatives from teachers' agencies or school district
- Human resources officers to outline education requirements, certification, teaching requirements, and other related information.
- Experienced teachers who will share their experiences and challenges over their careers.
- Speakers who will address topics of interest to music educators dealing with administrators, parents, boosters, fundraising, etc.
- School administrators to discuss the interrelationship of the special-subject teacher and the general education program.

## **DISCUSS TOPICS**

- Teacher-evaluation trends
- Inclusion of exceptional children
- The importance of lifelong membership and identification with a professional organization such as NAFME
- Diversity, equity, inclusion, and access to a well-rounded music education for all students

## **PLAN ACTIVITIES**

- Sponsor a high visibility event on campus, concert, or seminar to raise money and awareness of your chapter and the importance of music education.
- Volunteer in your community to provide music experiences for underserved populations.
- Attend your state MEA conference as a chapter.

## **CHAPTER GROWTH AND RECRUITMENT IDEAS**

- Be present at freshman music student orientation with a table displaying NAFME materials, staffed by chapter officers and members.
- Make your first meeting of the year open to all students – provide refreshments, and get contact information of the guests.
- Follow up with guests after the meeting to see if they need more information or would like to join.
- Ask professors to hand out NAFME brochures and encourage membership in their general music or music education classes.
- Post the NAFME Collegiate poster in a prominent place in your School of Music announcing meeting dates and times.
- Sponsor social events in your School of Music in addition to educational activities. People like to join groups that are friendly and fun.

## NAfME COLLEGIATE PROGRAM DESIGNATION AND USE OF NAFME COLLEGIATE LOGO



**COLLEGIATE**



**COLLEGIATE**

The preferred designation for this program is “NAfME Collegiate.” “NAfME Collegiate membership” may also be used when appropriate. Avoid using “CNAfME” as a designation for this membership. A chapter should be referred to as “XYZ University NAfME Collegiate Chapter,” not “XYZ University CNAfME.”

Active Collegiate chapters are permitted to use the NAfME Collegiate logo without obtaining approval from NAfME on printed materials, promotional pieces, and displays that are not sold. Logo must be used as represented. Do not change colors, fonts, positioning, or proportions. Visit [nafme.org/collegiate](http://nafme.org/collegiate) to download the Collegiate logo.

Approval must be obtained in writing from NAfME for any trademark item not purchased from NAfME that will be sold by local chapters or sold by state, division, or national affiliates offering Collegiate events. Contact [collegiate@nafme.org](mailto:collegiate@nafme.org) with your request.

Commercial vendors are not permitted to use Collegiate trademarks on any goods offered for sale or otherwise unless they have been licensed by NAfME.

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