



WACO MUSIC TEACHERS ASSOCIATION

BYLAWS

(Restated 8/2011)

ARTICLE I—NAME

The name of this organization shall be the **Waco Music Teachers Association**, referred to as the Association affiliated with Texas MTA and with Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501 (c) (3) organization.

ARTICLE II—PURPOSE

Section 1. The purpose of the Association is the advancement of musical knowledge and education. Activities of the Association are aimed at the promotion of the art of music and the advancement of musical educational activities and the appreciation of music among the people of the community.

Section 2. No part of the net earnings of the organization shall inure to the benefit of any individual. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

Section 3. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to the Music Teachers National Association or another nonprofit organization which qualifies under Section 501 ©(3) of the Internal Revenue Code.

Section 4. No part of the net earnings of the organization shall inure to the benefit of any individual.

ARTICLE III—MEMBERSHIP

Section 1. Membership Classifications

The following membership classes are open to those who meet the respective qualifications and pay the annual dues provided for the respective classification pursuant to Section 2 hereof. All members of this Association (except patrons) shall hold membership in the Texas Music Teachers Association and the MTNA.

A. **Active membership** is open to all persons professionally engaged in any field of musical activity who are members of TMTA and MTNA. Such membership provides the privileges of voting, holding office, and participating in the activities of the Association. The term “professionally engaged” shall be construed to mean a degree with a major or minor in music from an accredited college or university, a diploma from an accredited conservatory of music, certification through the

Music Teachers National Association, or a résumé showing proof of competency in teaching, submitted to the Board for approval. Members shall have had a minimum of thirty hours of study in their field at the college level, and/or five years teaching experience, which includes a profile of student success as judged by other professionals.

- B. **Retired membership** is available to Active members in good standing who have attained the age of 75 who have been active members for a minimum of twenty (20) successive years, subject to the membership regulations of TMTA and MTNA. Retired members are entitled to discounted dues and may vote, but cannot hold elective office at division or national levels or enter students in events in MTNA competitions as a Retired Member.
- C. **Collegiate membership** is open to any student of music subject to membership regulations of TMTA and MTNA. Students members may attend all meetings of the Association, but do not have the right to vote or hold office.
- D. **Life membership** may be conferred upon an Active member by unanimous decision of the Board of Directors. Such change in classification requires sponsorship by two Active members. Life members are exempt from local dues.
- E. **Patron membership** shall be individuals, organizations, institutions, or business firms wishing to support the Association and its activities. They shall not have the right to vote, hold office, or enter students in activities. Dues are paid to the local Association.

Section 2. Annual Dues

- A. Annual dues for all categories of membership will be established by the Board of Directors. The Board of Directors shall establish the annual Dues amount and publish the dues information in the next official publication.
- B. Dues are delinquent September 1 after which time members are not in good standing or entitled to any of the privileges of membership until dues are paid for the current membership year.

Section 3. Membership Year

The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30.

ARTICLE IV OFFICERS

Section 1. Officers and Duties

The officers of the Association shall be: President, First Vice President, Second Vice-President, Third Vice-President, Secretary, and Treasurer.

- A. The **President** shall preside at all meetings of the Association, and the Board of Directors, shall appoint all standing and special committees with the approval of the Board of Directors, and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. He or she shall serve as an ex officio member of all committees except the Nominating Committee.
- B. The **First Vice President** shall preside in the absence of the President and President-elect, shall chair the Program and Public Performance committees, and shall coordinate such activities and perform such duties as may be designated by the President and/or Board of Directors or prescribed by the parliamentary authority of the Association.
- C. The **Second Vice President** shall preside in the absence of the President and President-elect, shall serve as Membership Chair, and shall coordinate such activities and perform such duties as may be designated by the President and/or Board of Directors or prescribed by the parliamentary authority of the Association.

- D. The **Third Vice President** shall preside in the absence of the President and Second Vice President, shall serve as Student Affiliate Chair, and shall coordinate such activities and perform such duties as may be designated by the President and/or Board of Directors or prescribed by the parliamentary authority of the Association.
- E. The **Secretary** shall keep the minutes of all meetings of the Association and the Board of Directors, and shall perform such other duties as may be assigned by the President or prescribed by the parliamentary authority of the Association.
- F. The **Treasurer** shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, shall prepare an annual budget, and shall present reports to the Association as requested and shall perform such other duties as may be designated by the President or prescribed by the parliamentary authority of the Association.

Section 2. Term of Office

Each officer shall be elected for a two year term of office and shall serve until his or her successor assumes office. The term of office shall begin at the end of the last meeting within the fiscal year, and end upon the installation of the next officer. Officers may not succeed themselves.

ARTICLE V ELECTION OF OFFICERS

Section 1. Nominating Committee

A nominating Committee of three members shall be appointed by the president at the last meeting of each fiscal year to serve for the ensuing year. The nominating committee shall announce a slate of one candidate for each office at the regular in March of even-numbered years. Before the election of officers at the annual meeting, additional nominations from the floor shall be permitted.

Section 2. Election

Election shall be by ballot, but this requirement may be dispensed with by a unanimous vote if there are no nominations from the floor. Each officer is elected at the Annual meeting for a term of two years, and will assume office on July 1 following the election. Officers may not succeed themselves.

Section 3. Vacancy

A vacancy in any office, except that of President, shall be filled for the unexpired term by presidential appointment and approval by the Board of Directors.

Section 4. Removal of Officer

Any officer shall cease to hold office upon termination of membership, or may be removed from office by two-thirds vote of the members present and voting at a regularly scheduled meeting. Such action may be taken when it appears evident that an officer has been or is unable to serve or is otherwise unqualified.

ARTICLE VI—BOARD OF DIRECTORS

Section 1. Government

The officers of the Association and the Immediate Past President shall constitute the Board of Directors of the Association.

Section 2. Duties

The Board of Directors, within the limits of the Bylaws, shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 3. Meetings

- A. Meetings of the Board of Directors shall be held as needed, or at the request of a majority of the Board.
- B. Minutes of the Board of Directors meeting shall be read at the next regular meeting of the Association.
- C. Action taken by unanimous written consent of the Board of Directors members via mail, or electronic transmission, shall be a valid action of the Board. Such actions of the Board shall be preserved and reported in the minutes.

ARTICLE VII—COMMITTEES

Section 1. Standing Committees

Standing Committees shall be appointed by the President with the approval of the Board of Directors and/or members to facilitate and accomplish the work of the Association.

A. Certification

It shall be the duty of the Committee on Certification to assist members with their certification, at the direction of the Board.

B. Finance

It shall be the duty of the Committee on Finance to prepare an itemized statement of Association expenditures at the end of each fiscal year.

C. Long Range Planning and Orientation

It shall be the duty of the Long Range Planning and Orientation Committee to review the Bylaws annually, orient new members, and make any recommendations to the Board of Directors, which may improve the Association.

D. Membership

It shall be the duty of the Committee on Membership to receive all applications for membership in the Association, and to present the credentials of the applicant to the Board for approval.

E. Program

It shall be the duty of the Committee on Program to schedule programs for meetings.

F. Public Performance

It shall be the duty of the Committee on Public Performance to coordinate all details concerning the Fall Festival, Young Artist Contest, Musicales, and Student Recitals.

G. Public Relations

It shall be the duty of the Committee on Public Relations to publicize Association activities and objectives by means of local news media, and to perform the duties of State Reporter as specified in the Texas Music Teachers Association bylaws.

H. Social Affairs

It shall be the duty of the Committee on Social Affairs to make arrangements for luncheons and dinners, and to write cards as requested by the members.

I. Communication

It shall be the duty of the Communication Committee to send e-mails to the membership and to maintain and update the website.

Section 2. Other Committees

Other committees, such as task forces or special committees, may be appointed by the President with the approval of the Board of Directors and/or members to facilitate and accomplish the work of the Association.

The President shall be an *ex officio* member of all committees except the Nominating Committee.

ARTICLE VIII—MEETINGS

Section 1. Regular Meetings

Regular meetings of the Association will be held at such time and place as are decided upon by the Board of Directors of the Association, but they shall be guided by the wishes of the membership.

Section 2. Annual Meetings

The Annual meeting of the Association will be held at the regular meeting designated as the annual meeting by the Board of Directors. The election of officers, annual reports of officers and committees, and any other business that may arise will take place at this meeting.

Section 3. Special Meetings

Special meetings may be called by the President or by the Board of Directors or upon the written request of one quarter of the members. The purpose of the meeting shall be stated in the call.

Section 4. Quorum

One quarter of the members shall constitute a quorum for the transaction of business.

ARTICLE IX—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Association may adopt, or a higher level rule, i.e. TMTA or MTNA.

ARTICLE X—AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at least ten days prior to such meeting.

Section 2. All amendments must be consistent with Article II of the Bylaws and a copy of same must be sent to the MTNA National Office.

Adopted this 25th day of August, 2011
Waco Music Teachers Association