

# THE OREGON MUSIC TEACHERS ASSOCIATION, INC. CONSTITUTION AND BYLAWS

## CONSTITUTION

### ARTICLE I - NAME

The name of this organization shall be “**THE OREGON MUSIC TEACHERS ASSOCIATION, INCORPORATED,**” affiliated with the Music Teachers National Association.

### ARTICLE II - OBJECT

**Section 1.** The object of the Association is the advancement of musical knowledge and education.

**Section 2.** Activities of the Association are aimed at the promotion of the art of music and the advancement of musical knowledge by providing educational opportunities that further the appreciation of music throughout the state.

**Section 3.** The Association is not organized for profit and no part of the net earnings may inure to the benefit of any private individual.

**Section 4.** In the event of the dissolution of the Association, any assets remaining after the payment of all outstanding liabilities shall be distributed pursuant to the provision of the Restated Articles of Incorporation.

### ARTICLE III - MEMBERSHIP

**Section 1.** Membership classifications in the Association are: Active, Provisional, Associate, Honorary and Student.

**Section 2.** Membership privileges and dues are prescribed by the Bylaws of the Association.

**Section 3.** Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the Bylaws Article I, Section 8.

### ARTICLE IV - OFFICERS

The officers of this organization shall be a President, a President-Elect, as many Vice Presidents as there shall be state Districts formed and who shall be duly elected presidents of such Districts, a Secretary, and a Treasurer. The authority and duties of each officer are defined in the Bylaws of the Association.

### ARTICLE V - STANDING COMMITTEES

Standing Committees shall consist of those committees that represent the ongoing work of the State Executive Board. Such committees are identified as the following:

Certification	Parliamentarian and Legislative
Conference	Personnel and Contracted Services
Education	Public Relations
Finance	Publications
Marketing	Student Performance Competitions
Membership	Student Composition
Nominating	Syllabus

The chairs of these committees shall be appointed by the President by the time he/she shall take office. They shall remain in office until their successors are appointed. Other committee chairs may be appointed by the President for specific duties.

### ARTICLE VI - EXECUTIVE BOARD & EXECUTIVE COMMITTEE

**Section 1.** The Executive Board shall consist of the President, President-Elect, Vice Presidents (each a president of a District of the State Association), Secretary, Treasurer, the Immediate Past President, and the chair of each Standing Committee.

**Section 2.** The President, President-Elect, Secretary, Treasurer, and Immediate Past President shall constitute the Executive Committee.

### ARTICLE VII - MEETINGS

The annual meeting and conference, for the transaction of such business as may come before it, shall be held at such specific time and place as may be designated at the conference next preceding, or by a majority vote of the Executive Board. Membership shall be notified through Music News.

### ARTICLE VIII - QUORUM

Quorum for business at annual or special meetings shall consist of not less than 3% of the active members in good standing at the date of such meeting. Quorum for business at the Executive Board meeting shall consist of a majority of the membership of the Board.

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**ARTICLE IX - DISTRICTS**

Districts of the Association may be formed in any part of the state where there are at least six members residing, provided that there is not already a District in such locality. The members of the Association residing in such organized Districts shall have power to elect such officers as may be necessary to carry on the local business and shall have power to make bylaws, rules and regulations for the work of their respective Districts. Such Districts shall make no law, bylaws or regulations that shall be inconsistent with the laws of the State Association; and such Districts shall have 100% affiliation with OMTA and MTNA. In referring to its affiliation, each District shall use the phrase "Affiliated with the Oregon Music Teachers Association." This specified phrase shall be included in the constitutions of all affiliated Districts. Any changes in the boundaries of an established District must be approved by the State Executive Board. Copies of all laws and amendments must be filed with the State Legislative Committee before final adoption in any District. All Districts shall report to the annual conference on their work and progress. Such reports may be made before the date of the annual conference. Any District with fewer than 6 members shall be terminated.

**ARTICLE X - AMENDMENTS**

This Constitution, upon recommendation of the Executive Board, may be amended by a two-thirds majority of the members in good standing present and voting at any conference of the Association. No amendment affecting membership in any status or classification and no amendment affecting dues or the manner of their collection shall be considered without having been submitted to each member in writing at least ten days before the annual conference.

**END**

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### BYLAWS

#### ARTICLE I - MEMBERSHIP

**Section 1.** There are three methods for achieving ACTIVE MEMBERSHIP.

- a) **ACTIVE MEMBERSHIP** in the Association may be granted to a person with a baccalaureate degree in music or a two-year music pedagogy certificate from an accredited school, college or conservatory of music. Two years of music teaching is a pre-requisite for application.
- b) **PROVISIONAL MEMBERSHIP** may be granted for members not qualified under part (a). Provisional membership may be held while the applicant qualifies for active membership in one of three ways:

**Route I.** By completing work for a degree with music as a major from such schools as described in part (a).

**Route II.** By preparing pupils for OMTA syllabus evaluations as follows:

**First Year:** Present at least four pupils in two or more levels of syllabus evaluations.

**Second Year:** Present at least four pupils in three or more levels of syllabus evaluations. In both years the students must participate successfully. The adjudicator will evaluate the work for the teacher and the Membership Chair.

**Route III.** Teachers with two years teaching experience may enter syllabus evaluations themselves, in lieu of student evaluation. The teacher must pass an upper division evaluation and perform repertoire at that level from four of the five style periods. No previous syllabus evaluations will be accepted. Evaluations must take place during Provisional Membership. The usual fees will be charged.

Provisional Members, upon completion of the requirements for any route to ACTIVE MEMBERSHIP shall fill out a new application form writing the words "Completed by Route I, II, or III," whichever is applicable. This application shall be sent to the State Membership Chair. No additional fee shall be charged for the final application. In case the requirements are not met in two years, a request may be made through the District Membership Chair to the State Membership Chair for an extension.

Provisional Members shall not be eligible for any office or voting privilege in the Association. Such members may serve on committees and perform other helpful services as will enhance the aims of the Association. An exception to this rule would apply to newly organized Districts for the first two years after the District is organized.

- c) **ACTIVE MEMBERSHIP through EXCEPTIONAL MERIT** may be awarded as follows: The District Membership Chair may present the qualifications of the applicant to the State Membership Chair. Such qualifications shall include years of study in his/her major instrument or voice, theoretical study, teaching experience and other professional activities. If the State Membership Chair approves, the application shall be reviewed by the OMTA Executive Board for final decision.

**Section 2. ASSOCIATE MEMBERSHIP** is available for persons interested in music and the performance thereof. They shall not be engaged in the teaching of music. An associate member does not have the right to vote or hold office.

**Section 3. HONORARY LIFE MEMBERSHIP** may be conferred by vote of the State Executive Board. This tribute shall be to a member who has rendered long and distinguished service to OMTA. Recommendation for such membership shall come through the District President. All rights and voting privileges shall be retained by those holding Life Memberships.

**Section 4. STUDENT MEMBERSHIP** shall be open to all students from grade nine (9) through age twenty six (26) who are currently involved in regular music study, or full-time college students currently involved in music study. College students need not be studying with a member of OMTA, however pre-college students are required to be studying with an OMTA teacher. Student members may enter their own students in OMTA Syllabus, OMTA festivals and other OMTA sponsored events upon payment of registration fees. Student members may attend conferences and other programs of the Association upon payment of registration fees. However, student members may not enter students in MTNA competitions, shall not have the right to vote, apply for State or National certification or hold office. In any District, student members may form their own student chapter. Any student chapter must have an advisor who is an active member of OMTA.

**Section 5. PROCEDURE FOR ACTIVE, PROVISIONAL AND ASSOCIATE APPLICATIONS** is as follows: All candidates for membership shall be recommended by a member of the Association who is familiar with and will vouch for his/her teaching ability and character. The candidate shall be endorsed by a second member. Both sponsoring members shall be in good standing with the Association. If the candidate meets all the requirements for membership in OMTA, the application shall be signed by the District Membership Chair who shall examine it and send it along with monies, MTNA application and proof of degree, if applicable, to the State Membership Chair who shall examine, sign and file it. The MTNA application and all monies shall then be sent to MTNA headquarters, and MTNA will return the state and local fees.

**Section 6. MEMBERSHIP BY RECIPROCITY:**

- a) Any MTNA Member, nationally certified, who moves to Oregon shall be granted active membership by reciprocity.
- b) Any MTNA member, not nationally certified, who moves to Oregon shall be granted active membership by reciprocity for a period of up to five years, during which time he/she shall fulfill Oregon's membership requirements.

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**Section 7. MEMBERSHIP AT LARGE:** Any person residing outside an organized OMTA District shall contact the State Membership Chair directly. After the application form has been completed and validated the Membership Chair will send all fees and required forms to MTNA headquarters.

**Section 8. REVOCATION OF MEMBERSHIP:** No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of OMTA. Any accusation that a member of OMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of OMTA who shall immediately report the accusation to the President of MTNA who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership and the certification of that person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA. Any membership terminated under this section shall be reinstated upon filing with the MTNA President a certified copy of the judgment reversing the conviction.

### ARTICLE II - DUES

**Section 1. All membership dues**, except student membership dues, are due on July 1. Student dues are due on October 1. After these dates, members are not in good standing.

**Section 2. ACTIVE MEMBERS** shall pay annually the sum of \$25.00 to the State, the National dues, and District dues if residing in an organized district.

**Section 3. PROVISIONAL MEMBERS** shall pay annually the sum of \$25.00 to the State, the National dues, and District dues if residing in an organized district.

**Section 4. ASSOCIATE MEMBERS** shall pay annually the sum of \$25.00 to the State, the National dues, and District dues if residing in an organized district.

**Section 5. HONORARY LIFE MEMBERS** shall pay annually the National dues.

**Section 6. STUDENT MEMBERS** shall pay annually the sum of \$10.00 to the State, plus the National Student dues.

**Section 7. SENIOR STATUS:** Members in good standing who have attained the age of sixty-five (65) years and who have been active members for a minimum of five (5) successive years immediately preceding application for special billing will be assessed half the regular amount of the state dues required for Active Membership classification.

**Section 8. LOCAL DUES** may be charged by the District in addition to those required above -- such sum as may be necessary for its particular needs.

**Section 9. INITIATION OR TRANSFER FEE:** The application for Active, Provisional, or Associate Members shall be accompanied by payment of one year's dues and, in addition, the sum of \$5.00 as an initiation fee. Membership transfer shall be accompanied by a transfer fee of \$5.00.

**Section 10. AN APPLICATION** received after May 1 of any year may apply to the following membership year beginning July 1.

### ARTICLE III - DUTIES OF THE OFFICERS

**Section 1. The PRESIDENT** shall preside at all meetings of the Association; shall enforce the rules and regulations of the organization; shall appoint committees and be a member ex-officio of such committees; and shall perform such other duties as the Association may require.

**Section 2. The PRESIDENT-ELECT** shall preside in the absence or inability of the President and execute all duties of said President. The President-Elect shall assume the duties of the President when the President's term of office has expired.

**Section 3. The VICE-PRESIDENTS** shall rank according to seniority of Districts and the senior vice-president shall preside in the absence or inability of both the President and the President-Elect, and shall perform all duties of the said officers. Vice Presidents shall preside within their respective Districts and endeavor in every way to promote the success of the Association in their respective localities.

**Section 4. The SECRETARY** shall keep a true record of the business of the Association and the Executive Board and Executive Committee upon books approved by the Board; shall conduct all correspondence of the Association as directed by the President; shall keep the seal of the Association and affix same to all papers required by law; and shall perform such other acts as may be required by the Association or the Executive Board.

**Section 5. The TREASURER** shall receive all moneys due the Association from whatever source and shall deposit them forthwith in accounts approved by the Executive Board or majority vote of the Association. A voucher or certificate of deposit shall be obtained and filed before the next meeting of the Executive Board. The deposit book may be accepted as a voucher. The Treasurer shall pay all budgeted items that are submitted and a notation made on the check stub and check must indicate for what purpose the check was issued. Any bill that exceeds the amount listed in the budget or any bill that is not a budgeted item must have the approval of the Executive Board before being paid. The Treasurer shall report immediately upon receipt from MTNA the names for which dues have been paid and any changes of mailing to the Membership Chair and the OMTA Clerical Support Secretary; shall render an itemized account of all transactions at each

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meeting of the Executive Board; and shall present all vouchers, bills, bank deposit books, check stubs and ledger accounts for audit when requested.

### ARTICLE IV - COMMITTEES AND CHAIRS

**Section 1. CERTIFICATION:** The Certification Committee shall consist of a chair and *one* other member appointed by the president. Members of the committee must be State and Nationally certified. The State Certification committee shall evaluate all applications for State Certification and promote both State and National Certification, addressing issues as they arise. Each chair *may* act as advisor for one year following his/her term of office. There shall be two types of Oregon certification: (1) Oregon State Certificate; (2) Oregon Professional Certificate.

**Section 2. CONFERENCE:** The Conference Committee shall consist of a General Chair who shall be appointed by the President. Additional committee members may be appointed by the General Chair in consultation with the President. The committee shall arrange the program of the annual Conference and make arrangements for the place of meeting of all events connected with the Conference.

**Section 3. EDUCATION:** The Education Committee shall consist of a General Chair and other chairs appointed by the President. The Education Chair shall maintain the PROGRAM/WORKSHOP/RECITAL ROSTER. Other committee chairs shall supervise various educational projects and activities related to education, such as OMTA performance festivals, non-audition scholarships, Merit Certificates, Participation Trophies and the Lending Library.

**Section 4. FINANCE:** The Finance Committee shall consist of the Finance Chair, the State Treasurer, the Assistant Treasurer, the Immediate Past President, and the Budget Chair. The committee shall outline a budget of income, outgo, and all funds of the Association. The annual budget shall be prepared by the Budget Chair, reviewed by the Finance Committee and adopted by the Executive Board. The Assistant Treasurer shall be in charge of restricted funds. Any major project involving expenditure of funds, or the earning of money that may be under the chairmanship of a special committee, shall be surveyed by the Finance Committee before the beginning of the project. A full report of income and outgo shall be presented at the conclusion of the project and the earned funds turned over to the Treasurer.

**Section 5. MARKETING:** The Marketing chair shall promote OMTA and its activities throughout the state

**Section 6. MEMBERSHIP:** The Membership Chair shall act upon the names of all persons submitted for membership and shall keep an up-to-date roster of the state membership. The Membership Chair shall make copies of the Constitution and Bylaws available to the membership.

**Section 7. NOMINATING:** The Nominating Committee shall be chaired by the Immediate Past President. The committee shall consist of four additional members chosen from the membership of the Executive Board.

**Section 8. PARLIAMENTARIAN AND LEGISLATIVE:** The Legislative Committee shall consist of the Parliamentarian, who shall function as chair, and two other members appointed by the President. The President shall refer any question concerning parliamentary procedure to the Parliamentarian. Robert's Rules of Order Newly Revised, 10<sup>th</sup> Edition, and the Constitution of MTNA shall govern this Association. The committee shall prepare all drafts of measures to be submitted to the State Legislature or to the councils or governing bodies of any municipality; shall watch and keep observation on all legislative matters that may affect the music teaching profession. The committee shall examine all reports and resolutions of the Association and note if such are in accord with the Constitution and Bylaws as adopted. The committee shall review the Constitution and Bylaws and shall make recommendation for revision when necessary. The committee shall keep, on file, a copy of the Constitution and Bylaws of each District.

**Section 9. PERSONNEL AND CONTRACTED SERVICES:** The Personnel and Contracted Services Committee shall consist of members of the Executive Committee and be chaired by the President. The committee shall deal with all matters regarding anyone whom the State Association hires. Duties shall include but not be limited to hiring, firing and annual performance reviews.

**Section 10. PUBLIC RELATIONS:** The Public Relations Chair shall take charge of all publicity work required by the Association and shall communicate to the Media generally such matters as may be referred to it by the Executive Board and other committees. The Public Relations Chair shall supervise the Ethics Chair who is entrusted with the duty of enforcing the Code of Ethics appended to this Constitution and Bylaws. Any member of the Association charged with any breach of the Code of Ethics and recommended for expulsion from the Association by this chair shall have the right to appeal to the Executive Board by giving proper notice to the Secretary.

**Section 11. PUBLICATIONS:** The Publications Chair shall oversee publications of the State Association which shall include but not be limited to "Music News," "Oregon Musician," Membership Directory, Email & Fax Directory, and the OMTA Website. The Editors of the "Music News" and "Oregon Musician" shall be responsible for the publication of the "Music News" and "Oregon Musician," respectively. The Directory Chairman shall be responsible for the publication of the Handbook-Membership Directory. The Email & Fax Directory Chairman shall be responsible for maintaining the Email & Fax Directory. The OMTA Website shall be overseen by the Web Master.

**Section 12. STUDENT COMPOSITION:** The Student Composition Chair shall supervise the student composition activities.

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**Section 13. STUDENT PERFORMANCE COMPETITIONS:** The Student Performance Competitions Committee shall consist of a General Chair and other competition chairs appointed by the President. The committee shall supervise these student competitions.

**Section 14. SYLLABUS:** The Syllabus Chair shall be responsible for the administration of all syllabus evaluations, the printing and distribution of all syllabus materials, the work on new syllabi, the accounting of income and expenditures, the appointment of adjudicators, and the recording of grades. Records shall be kept for 10 years for documentation of activities related to syllabus. In the case of provisional members, records shall be kept until the member has fulfilled the requirements to become an active member.

### ARTICLE V - AWARDS AND SCHOLARSHIP COMMISSION

**Section 1.** The Scholarship Awards Commission shall be composed of two Co-Chairs, the President, the Assistant Treasurer, the Finance Chair and two additional members. The Co-Chairs and two additional members shall be appointed by the President for four-year terms, established on a rotating basis to maintain continuity

**Section 2.** The Commission shall make recommendations to the Executive Board concerning the investment of moneys from funds established for awards and scholarships. The Commission shall recommend the establishment of new awards and the augmentation of existing awards to students.

**Section 3.** At least one meeting shall be held annually

**Section 4.** An application for a new scholarship may be made in the name of a specific person or cause if the amount is \$10,000.00 or more. Lesser amounts shall be added to the OMTA Scholarship Fund.

### ARTICLE VI - ELECTION OF OFFICERS

**Section 1.** Officers of OMTA shall be elected biennially on even-numbered years. The election shall take place at the time of the OMTA Conference as provided in Article VII of the Constitution. A majority vote shall be sufficient for election to any office. With the exception of the Treasurer, the officers elected at such a meeting shall take office at the close of the Conference and shall hold office until their successors are elected. The duties of the Treasurer shall be assumed following a compilation of the funds of OMTA.

**Section 2.** The members of the Nominating Committee shall represent different geographic areas of the state. The Nominations from members of the Association may be presented over the signatures of three members in good standing. The committee shall consider all names presented, together with its own recommendation, and shall, by majority opinion, decide the panel to be presented at the Conference. Other nominations may be made from the floor provided the consent of the persons being nominated has been secured. Election shall be by ballot except in case there is only one nominee when the Secretary may be instructed to cast the elective ballot.

**Section 3.** No officer may hold a national, division or state office concurrently except the Immediate Past President.

### ARTICLE VII - EXECUTIVE BOARD

**Section 1.** All executive authority shall be vested in the Executive Board. Said Board shall have supervision of the affairs of the Association; shall cause the laws of the Association to be faithfully executed and administered; shall exercise all executive authority through itself or through committees over the State and subordinate Districts and members of the Association; shall have the prerogative to examine all actions and recommendations of all committees which directly affect the Association and its members; shall have full control and management of all matters pertaining to disputes, discipline, funds, or property of the Association; and shall have full power to interpret the laws of OMTA.

**Section 2.** The Executive Board shall meet at least three times a year.

**Section 3.** A quorum shall consist of a majority of the membership of the Board.

### ARTICLE VIII - EXECUTIVE COMMITTEE

The Executive Committee shall be convened by the President to act in emergencies of the Association. All actions of this committee shall be reviewed by the Executive Board and incorporated into the minutes of the next meeting of the Executive Board. The President may request the Executive Committee to vote by personal contact or by mailed ballot. A majority is required for a vote of approval. The results of this ballot are to be reported at the next meeting of the Executive Board and incorporated into the minutes.

### ARTICLE IX - ORDER OF BUSINESS

The order of business at all meetings of the Executive Board shall be as follows:

1. Call to order
2. Roll call of officers
3. Reading of minutes of the previous meeting
4. Report of the Treasurer
5. Reading of bills and communications
6. Reports of Standing Committees
7. Reports of Special Committees
8. Unfinished Business
9. New Business
10. Reports of the Districts
11. Good of the Association

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## **ARTICLE X - FORFEITURE OF MEMBERSHIP AND REINSTATEMENT**

Any person allowing his/her dues to lapse may be reinstated by paying the current year's dues plus a reinstatement fee of \$5.00 and submitting any forms that may be required by the National Association. If the dues have lapsed for more than a year, he/she shall also pay the previous year's State and District dues, provided that he/she fulfills all requirements as stated in Article I of the Bylaws. An active member who through illness or absence from the state has found it necessary to discontinue membership may be issued a letter of demit for one year by the State Treasurer. The demit may be renewed for one year upon request. This demit card automatically reinstates the member with the payment of the current year's dues. All reinstatement procedures and fees are to be processed through the District and State Association.

## **ARTICLE XI - VACANCIES**

All vacancies occurring for any or from whatever cause in any office shall be filled by the Executive Board and the newly appointed officer shall hold office until the next following election.

## **ARTICLE XII - CORPORATE SEAL**

The Corporate Seal of this organization shall be an impression in wax or paper bearing the words, "The Oregon Music Teachers Association, Incorporated, Seal."

## **ARTICLE XIII - CODE OF ETHICS**

The members of Oregon Music Teachers Association shall abide by the Code of Ethics of the Music Teachers National Association, as stipulated in the Bylaws of MTNA.

## **ARTICLE XIV - AMENDMENTS**

These Bylaws, excluding any regarding membership or dues, may be amended by the Executive Board at any scheduled meeting by a two-thirds majority of the members present and voting. Any amendment affecting membership in any status or classification or any amendment affecting dues or the manner of their collection shall be submitted to each member of the Association in writing at least ten days before the annual Conference and then approved by a two-thirds majority of the members in good standing present and voting at the Conference. All amendments or repeals of existing laws deemed expedient for the progress and welfare of the Association, or for the purpose of making the laws concise or consistent, and all changes and amendments to the laws proposed for adoption in the Association, or for any District thereof, shall, before adoption, be referred to the Legislative Committee.

**END**

**Revised: December 5, 2006 (ewd)**