



OREGON MUSIC TEACHERS ASSOCIATION, INC.

STANDING RULES

January 1987- August 2007

Definition of Standing Rules, quoted from Robert's Rules of Order

"The lowest-ranking internal governing document (under bylaws and rules of order) is the Standing Rules. These rules....which are often not rules in the traditional sense of the term, because they are often not procedural....are simply any adopted main motions of an *indefinitely* continuing nature, other than bylaws or rules of order. Sometimes standing rules are known by the title of policies, procedures or a similar term. A motion to require two signatures on a check would be a standing rule. A motion to adopt a budget for a one-year period would not be a standing rule because its existence is not indefinite in its term, it expires in one year. A standing rule is adopted in the same manner as a normal main motion. A standing rule may be suspended by the normal motion to suspend the rules, except only a majority vote is required for adoption of such a suspension."

CERTIFICATION:

6/24/05

That \$100 in assistance be offered to the first five OMTA members who apply for National Certification.

2/24/07

That the Certification Committee description in the Bylaws be amended to read: The Certification Committee shall consist of a chair and one other member appointed by the president. Each new member to the committee will serve as co-chair for a two-year term, as chair for the two-year term followed by an advisory-mentor role for one year following his/her term of office. Members of the Certification Committee must be Nationally Certified.

2/24/07

That the now-redundant Oregon Professional Certificate be eliminated, retaining only the Oregon State Certificate.

STATE CONFERENCE:

2/25/95

To accept the recommendation that exhibits be included in the State conferences for the benefit of the members. That we operate our exhibits much like the MTNA's promotion of latest material in their exhibits: a State conference chair be appointed and each business or individual purchase square footage. If the college doesn't allow vending, the materials will be displayed only, to be purchased through the college bookstore. Members can be informed through the Music News so they can be sure their materials are included by the featured local music stores, or can have a booth of their own. Local businesses of the hosting district will be invited to participate first, then if room allows, other district OMTA should also have a booth of all OMTA publications for members' information and convenience.

EDUCATION:

1/31/87

That the use of the Teacher Improvement Fund be subject to a yearly review by the Education Committee, to ascertain whether the intent of the donor is being satisfactorily followed.

2/25/95

That districts pay adjudicators according to the current rate paid for Syllabus adjudication.



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2/24/96

To accept the three tiered Syllabus process(Evaluation, Demonstration, Audition) as recommended and presented by the Syllabus Advisory Board, allowing one point for each towards the OMTA Participation Trophy.

2/24/96

That the restrictions placed on the Nellie Tholen Endowment by the State Board vote of February 1995 be rescinded; and that the decision of how best to distribute the interest money from the Endowment be placed back in the hands of the Education Committee, which will take utmost care to distribute the money in accordance with what the Education Committee deems to be Nellie Tholen's original vision of aiding the smaller, outlying Districts with quality programs as well as workshops.

2/28/98

That we accept the recommendation for teacher/student crossing district lines. A teacher must be a member of the district in which he/she resides. However, a teacher may also hold membership in another district. Local membership dues must be paid in both districts.

2/28/98

That adjudicators fees remain uniform throughout the state.

9/5/98

That all districts that participate in the Ensemble Festival be required to pay a \$1.00 per student state fee, and the fees are to be sent to the State Chair.

1/30/99

That a student must have studied with the current teacher for six months prior to entering an OMTA-sponsored event. In the case of extenuating circumstances the teacher must have the permission from the former teacher and apply for permission through the chairperson of that event.

8/7/03

That OMTA sponsored events shall be conducted according to the highest standards of dignity and concert hall protocol to promote optimal conditions for the participants. Because the use of recording equipment including cameras, tape recorders and video recorders can cause distraction and commotion, OMTA prohibits their use during all adjudicated events. Recording equipment may be used at non-adjudicated events. When used at these non-adjudicated events, the operators must act discreetly to maintain the concert hall atmosphere.

2/28/04

OMTA teachers entering students in the Jr. Bach Festival must be instructors of both the instrument and repertoire.

2/26/05

That for Jr. Bach Festival events, teachers be allowed to accompany their own students.

2/25/06

Beginning in 2007, two divisions of the Oregon Junior Bach Festival will be formed. Students in grades three through seven will be in Division I. Students in grades 8-12 will be in Division II. Guidelines will remain the same and 20-30% will be selected from each division to advance to the next level. This does not include the Anna Magdalena Bach Recitals.



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2/25/06

That all OMTA state and district events will qualify for the OMTA Participation trophy. Each event will count as one point toward the trophy, with a maximum of four points per year per student. These rules will be retroactive to September, 2005.

10/21/06

That any district that doesn't comply with the rules and guidelines for the Jr. Bach Festival will not be able to participate in the State Final Event Recital.

2/24/07

That each district of the Jr. Bach Festival set their own fees and pay their own expenses plus a \$2 per student fee at the district level to the state for the costs of the Final Event Recital to include hall rental, tuning, programs and medals.

2/24/07

That any OMTA-sponsored event pay the current government IRS-approved rate for mileage to all adjudicators and anyone presenting programs and workshops.

FINANCE/BUDGET:

2/16/91

That dues be reviewed every year in connection with the cost of living index.

9/22/95

All documents written by membership for the education of and use of members shall not be reproduced in part or whole for any purpose other than the good of the membership. Any moneys raised from the sale of any items go to OMTA in the appropriate fund for the good of the organization.

7/16/00

That we move the OMTA Foundation Fund into the Education Portfolio.

2/17/01

That Officer and Committee Chair expenses incurred during a fiscal year need to be presented during the same fiscal year or no later than 90 days after the close of the fiscal year in order to be reimbursed.

2/17/01

That the Finance Committee must authorize expenses exceeding \$100 before they will be paid.

6/24/05

That \$100 in assistance be offered to the first five OMTA members, who apply for National Certification.

6/24/05

That OMTA adhere to national policy regarding dues refunds, which does not allow for refunds except in extenuating circumstances.

2/24/07

That any OMTA-sponsored event pay the current government IRS-approved mileage to all adjudicators and anyone presenting programs and workshops.



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LEGISLATIVE/PARLIAMENTARIAN:

9/22/95

That the Executive Board give the Districts the privilege of changing the wording in their Bylaws regarding the time their officers assume their duties providing that they stipulate that the outgoing President will be the official representative at the state conference.

2/28/98

That we approve the three recommendations for the guidelines for the division of a district:

- a. Approval of the division of a district by the existing district;
- b. Approval by a majority vote of the members residing in the proposed new district;
- c. Follow procedure for forming a new district as stated in the OMTA Constitution, Article IX.

MEMBERSHIP:

2/25/95

Honorary Life Membership shall be to a member who has rendered over 25 years of distinguished service to the state association.

2/28/98

That we accept the recommendation for teacher/student crossing district lines. A teacher must be a member of the district in which he/she resides. However, a teacher may also hold membership in another district. Local membership dues must be paid in both districts.

7/14/04

That student OMTA members receive the Music News.

7/14/04

That student OMTA members become district members. Individual districts may decide whether or not to waive fees.

6/24/05

That OMTA adhere to national policy regarding dues refunds, which does not allow for refunds except in extenuating circumstances.

PUBLICATIONS:

9/24/94

To make the new publication "The Oregon Musician" a budgeted item to be published biannually.

2/25/06

That starting in September 2006, the mailing of hard copies of the Music News will be discontinued. They will be sent via email. Districts will provide copies for those members who don't have email.

SCHOLARSHIP/AWARDS:



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STUDENT COMPETITIONS:

1/25/92

That MTNA policy for adjudication for auditions be adopted, with the following exception: Judges may declare a tie and divide the scholarship money for a given scholarship between two competitors given the following conditions:

- 1) No advancement to a higher level competition such as regionals or nationals is involved,
- 2) The students' levels of performance are deemed equal.
- 3) The student's abilities in sight reading used as a tie breaker are deemed equal.

STUDENT COMPOSITION:

2/25/95

'Composition adjudicators would be paid by the number of entries rather than by the hour, with different rates for elementary, intermediate and advanced compositions. Because composition judges do not work within the time limits of other adjudicating situations, some proceed slowly, others quickly, making an hourly rate difficult to administer.

SYLLABUS:

9/24/93

That 5 hours be mandatory for adjudicators out of district to receive per diem.

6/?/94

That medals for Level X students be paid for by OMTA whether the student performs or not.

9/22/95

All documents written by membership for the education of and use of members shall not be reproduced in part or whole for any purpose other than the good of the membership. Any monies raised from the sale of any items go to OMTA in the appropriate fund for the good of the organization.

6/13/99

That we acquire a copyright on our Syllabus.

10/27/07 That OMTA institute a non-member participation fee equal to twice the cost of current district, state, and MTNA membership fees, per event, in addition to the registration fees for the event.

2/17/01

That we accept the recommendation of the Syllabus Committee that we not develop a Level XI.

3/1/03

That high school students entering a student in syllabus must be members of OMTA and be studying with an OMTA member. They must have a conference. College students must be members of OMTA but do not have to be studying with an MTNA or OMTA member. They must enter under their own name and have a conference.



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8/7/03

That all teachers are required to have a conference for every syllabus they enter. Chairs should check to see that each teacher signs up for a conference. This requirement applies to both Fall and Spring Syllabus and is optional for University and College teachers.

10/21/06

That "Honors" designations for all syllabus students be eliminated. Students who are exceptional on Level X can earn "With Distinction" to meet one of the requirements for the Dorothy Fahlman Scholarship.

PUBLIC RELATIONS:

2/17/01

That we designate \$100 of OMTA Raffle earnings to the MTNA Foundation.

TREASURER:

9/24/93

The adoption of a Treasurer's Retention Record to thin down accumulated files according to the following rules:

- 1) Annual reports – keep 2 years
- 2) IRS records – keep 7 years
- 3) Bank deposit slips, withdrawal slips, bank statements, check stubs or register – to be destroyed after audit, and report recorded in minutes and these approved.
- 4) Canceled checks – keep according to state law.
- 5) Outdated savings passbooks (CD's, etc.) – destroy after account closed.
- 6) Receipt book duplicates – keep one year.
- 7) All records, budgets, tax information are permanently stored on computer discs – one with Executive Secretary and one with Treasurer.

1/30/99

That the treasurer NOT pay any bill without documentation of the bill.

6/13/99

That we establish a reserve fund of \$6,000.

DISTRICT PRESIDENTS:

10/29/05

That because OMTA has 501-C3 tax exempt status as a non-profit educational organization, the state and local associations may not advertise on behalf of any business.

Honorary Life Membership: see 2/25/95 under Membership

District officers' term of office: see 9/22/95 under Legislative

Guidelines for dividing a district: see 2/28/98 under Legislative

Revised: 8/2007