

# NEBRASKA MUSIC TEACHERS ASSOCIATION BYLAWS

## ARTICLE I – NAME

The name of the organization is The Nebraska Music Teachers Association, Incorporated, hereafter referred to as NMTA or the Association. NMTA is an affiliate of the Music Teachers National Association (MTNA).

## ARTICLE II – PURPOSE

The purpose for which this corporation is organized and operated is exclusively literary and educational, as defined in Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The purpose of this corporation shall be the advancement of music education, and in specific furtherance thereof:

- a. To promote the art of music;
- b. To promote the growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research.

## ARTICLE III – MEMBERSHIP

Section 1. Membership classifications in the Association are Active, Patron, Student and Honorary.

Section 2. Active membership is open to all persons professionally engaged in any field of musical activity. Such membership provides the privileges of participation in the activities of the Association of attendance at meetings upon the payment of the registration fee, of holding office, voting and receiving all issues of *The Nebraska Music Teacher*. All Active members must be members of MTNA. MTNA strongly encourages its members to adopt the Code of Ethics as their personal model of professional conduct.

Section 3. Patron membership is open to all persons not professionally engaged in musical activity but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of the registration fee, and all issues of *The Nebraska Music Teacher*, but does not include the right to vote or hold office.

Section 4. Student membership is open to all full-time college students currently involved in regular music study. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the official Association publications, including *The Nebraska Music Teacher*, but shall not have the right to vote, hold office, apply for national certification or enter students into MTNA competitions. All student members must be members of NMTA and MTNA.

Section 5. Honorary membership may be awarded musicians who have been outstanding in their contributions to the field of teaching, or who have contributed in great measure to the activities and success of the Association. Such membership carries the privilege of attending Association meetings, but not the right to vote or to hold office.

Section 6. Membership dues shall be proposed by the Executive Committee and approved by the NMTA Board.

#### **ARTICLE IV – TERMINATION OF MEMBERSHIP**

A person's membership may be revoked for cause, other than nonpayment of dues, but a two-thirds vote by ballot of the NMTA Board. The vote for revocation shall occur only after the member complained against has been advised of the complaint so lodged and has been given reasonable opportunity to present information on her or his behalf. Such member, if membership is revoked, may appeal for reconsideration of the decision by the Board. In no event will a dues refund be given. Revocation of membership for nonpayment of dues within the prescribed time period shall be automatic and not subject to any further procedure.

#### **ARTICLE V – FISCAL YEAR**

The fiscal year shall commence on January 1 and shall end on December 31.

#### **ARTICLE VI – MEMBERSHIP YEAR**

Section 1. The membership year for all membership categories except that of student membership shall coincide with the fiscal year, July 1 to June 30. The student membership year shall be October 1 to September 30.

Section 2. Annual dues for all categories of membership shall be due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year.

#### **ARTICLE VII – AFFILIATED LOCAL ASSOCIATIONS**

Section 1. Any regularly organized Local Music Teachers Association may petition to the Executive Committee for affiliation in NMTA by providing evidence that the following requirements have been fulfilled:

- a. That two (2) copies of the Local Association governing document(s) (e.g., Bylaws, Articles of Incorporation, Constitution) have been filed with the Secretary and that they are consistent with those of NMTA.
- b. That its fiscal and membership year coincide with that of NMTA.

Section 2. Upon determining that a petitioning Local Music Teachers Association has fulfilled the requirements of Section 1 of this Article, the NMTA Executive Committee shall approve the petition, subject to ratification of this action by the NMTA Board.

Section 3. In referring to its affiliation, each Local Association shall use the phrase "Affiliated with the Nebraska Music Teachers Association." This specified phrase shall be included in the bylaws of all affiliated Local Associations.

Section 4. Annual renewal of a Local Association shall be made without reconsideration by NMTA provided:

- a. That the affiliate has not formally notified NMTA that it wishes to discontinue affiliation.
- b. That it guarantees on the basis of submitted membership rosters that one-hundred percent (100%) of its members who meet the requirements of MTNA Active Membership, and one-hundred percent (100%) of its student members who meet the requirements of MTNA Student Membership, are members in good standing of MTNA.

- c. That all changes in the Constitution or Bylaws of the affiliated Local Association have been filed with NMTA, that they are consistent with the Bylaws of NMTA, and have been approved by NMTA.
- d. That all provisions of Sections 1, 3 and 4 of this Article continue to be fulfilled.

Section 5. The Executive Committee may suspend or terminate any affiliated Association at any time for justifiable cause, as outlined in the Bylaws, subject to ratification of this action by the NMTA Board.

#### **ARTICLE VIII – OFFICERS**

The elected officers of the Association are President, President-Elect, Vice-President, Immediate Past President, Secretary, and Treasurer.

#### **ARTICLE IX – EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall be composed of the President, President-Elect, Vice-President, Secretary, Treasurer, and Immediate Past President.

Section 2. The Executive Committee shall determine policies of the Association in consultation with the NMTA Board and within the limits of the Bylaws. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 3. In order to transact business a quorum consisting of three voting members of the Executive Committee, at least one of them being the President or President-Elect, must be present.

#### **ARTICLE X – ELECTION OF OFFICERS**

Section 1. A Nominating Committee consisting of the Immediate Past President, who shall chair the committee, President-Elect and three additional active members selected by the Executive Committee will be formed prior to the first Board Meeting in the calendar year of an upcoming election. In the event of a vacancy on the Nominating Committee, the President shall appoint a replacement.

Section 2. The nominating committee will present to the business session of the annual conference the names of at least four candidates, with a minimum of one for each of the elective offices (President-Elect, Vice-President, Secretary, and Treasurer). The office of President will automatically be filled by the President-Elect. The slate of officers shall be distributed to the entire membership within at least 30 days prior to the conference election. Additional nominations may be made from the floor. Those members qualified to vote may cast ballots for not more than one candidate for each office.

Section 3. In the event of only one nomination for each office, the chair of the Nominating Committee may recommend election by general consent. In the event of nominations from the floor, or more than one candidate for any office, election will be by secret ballot. The President will appoint tellers immediately following the report of the Nominating Committee. These tellers will be responsible for distributing, collecting, and counting the ballots and reporting the results to the

Secretary. The candidate for each office receiving the highest number of votes will be declared elected for a term of three years.

Section 4. No elected officer may be immediately re-elected to the same office except for the Treasurer.

Section 5. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Executive Committee, and be subject to the approval of the NMTA Board. A President-Elect selected in this manner cannot assume the office of President without being elected to that office. In the event that the President vacates the office before the end of the term, the Past President will complete the term of President.

#### **ARTICLE XI – DUTIES OF THE OFFICERS**

Section 1. The regular term of office begins at the adjournment of the meeting at which officers are elected.

Section 2. The President presides at meetings of the Association, calls and presides at meetings of the NMTA Board and Executive Committee; appoints committees as stated in these Bylaws; and performs all other duties implied by the title.

Section 3. The President-Elect assumes all duties of the President in the absence of that officer; acts as Program Chair for the annual State Conference, appointing a committee to work with the Chair in this capacity; performs such other duties as may be designated by the President and the NMTA Board.

Section 4. The Vice-President presides in the absence of the President and President-Elect; acts as Chair of Student Activities, appointing a committee to work with the Chair in this capacity; performs such other duties as may be designated by the President and NMTA Board.

Section 5. The Secretary keeps the minutes of all meetings of the Association, NMTA Board and Executive Committee; sees that the minutes are in legal form and properly preserved; performs such other duties as may be assigned by the President and NMTA Board.

Section 6. The Treasurer is responsible for the payment of all bills authorized by the NMTA Board or Executive Committee; keeps an itemized account of all receipts and disbursements; presents a financial report to the President, NMTA Board and Executive Committee upon request; submits all records to an auditor selected by the NMTA Board when so requested at least once annually.

Section 7. The Immediate Past President serves in an advisory capacity to the President, President-Elect, Vice-President and NMTA Board.

#### **ARTICLE XII – NMTA BOARD**

Section 1. The NMTA Board consists of:

- a. The regularly elected officers of the Association,
- b. The Immediate Past President of the Association,
- c. The chairs of districts,
- d. The chairs of subject area sections,
- e. The chairs of regularly constituted standing committees as are authorized by the NMTA Board,
- f. Presidents of local affiliated associations or their representative.

The manner of appointment shall be defined in these Bylaws.

Section 2. The NMTA Board shall make recommendations to the Executive Committee regarding policy and membership concerns.

Section 3. The NMTA Board shall have the power to rescind by a two-thirds vote any decision of the Executive Committee.

Section 4. Eight members, of which at least two must be officers, constitutes a quorum of the NMTA Board.

Section 5. The Executive Committee may submit items of business by mail to the full membership of the NMTA Board requesting a vote *via* a mail ballot. The contents of the proposals and the results of such mail ballots shall be reported to the Secretary, approved and incorporated in the minutes of the next meeting of the NMTA Board.

### **ARTICLE XIII – DISTRICT CHAIRS**

Section 1. The state is divided into districts for festival purposes and any other Association business directed by the NMTA Board.

Section 2. Upon the counsel and recommendations of the local associations within each district, the President will appoint district chairs, who will be in charge of District Festivals and any other Association business. The length of term will be determined within each district.

### **ARTICLE XIV – SPECIAL COMMITTEES**

The President, subject to the approval of the Executive Committee, shall appoint such special and ad hoc committees and chairs as may be required by the Bylaws, or as may be deemed beneficial to the Association. The President shall be a member *ex officio* of all committees except the Nominating Committee.

### **ARTICLE XV – APPOINTIVE OFFICES**

Coordinators of various activities and subject areas are appointed by the President for at least three years and serve the Association on the NMTA Board. Where there is a committee, the immediate past chair shall serve in an advisory capacity.

### **ARTICLE XVI – MEETINGS**

Section 1. There shall be an annual meeting of the Association, time and place to be determined by the Executive Committee. Notice of such meeting shall appear in *The Nebraska Music Teacher* at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items of consideration.

Section 2. A quorum of the NMTA Board plus twenty-five Active members in good standing constitutes a quorum for business meetings of the Association.

Section 3. Special meetings of the Association may be called by the President, by request of eight members of the NMTA Board, or upon the receipt of a signed petition of twenty-five Active members of the Association. Notification of such meetings will be by mail, at least thirty (30) days before the meeting.

Section 4. The NMTA Board shall meet at least two times each year. Special meetings of the NMTA Board may be called by the President, or upon the joint request of not less than seven members of the NMTA Board, or upon the receipt of a signed petition of twenty-five Active members of the Association. Notification of such meetings will be at least ten (10) days before the meeting.

Section 5. When special meetings are impractical, the President may submit items of business by mail to the full membership of the NMTA Board and will request a vote by mail ballot. The results of such votes will be reported to the Secretary and incorporated in the minutes of the next meeting of the NMTA Board.

Section 6. Meetings of the Executive Committee may be called by the President, or upon the request of not less than three members of the Executive Committee, or upon a signed petition from twenty-five Active members of the Association.

Section 7. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of the Association or any special rules of order the Association may adopt.

Section 8. The President may appoint a parliamentarian to provide opinion during various meetings.

#### **ARTICLE XVII – PUBLICATIONS**

Section 1. The official publication of the Association is *The Nebraska Music Teacher*.

Section 2. The NMTA Board is responsible for the appointment of an Editor whose powers are determined by the Board.

Section 3. The NMTA Board may appoint an Editorial Board and determine its powers and duties.

Section 4. The NMTA Board may authorize the publication of other books, brochures or pamphlets having to do directly with the activities of the Association, or which contributes to the advancement of musical knowledge and education.

#### **ARTICLE XVIII – PUBLICATION OF BYLAWS**

The NMTA Bylaws shall be made available to the membership.

#### **ARTICLE XIX – AMENDMENTS**

Section 1. These Bylaws may be amended upon the recommendation of the Executive Committee and the NMTA Board at any annual business meeting by a two-thirds vote of the Active members present. The proposed amendments will be distributed to the entire membership at least 30 days prior to the annual business meeting.

Section 2. Upon the recommendation of the Executive Committee and the NMTA Board these Bylaws may be amended by a mail ballot. Approval by a simple majority vote of Active members shall constitute amendment. The ballot and proposed amendments must be submitted to the members of NMTA at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot.