

ARKANSAS STATE MUSIC TEACHERS ASSOCIATION CONSTITUTION

PREAMBLE

The Arkansas State Music Teachers Association, Incorporated, an affiliate of the Music Teachers National Association (MTNA), in order to further the art of music; and to promote the growth and professional development of its members by providing programs that encourage and support teaching, performance, compositions, and research; and being a not-for-profit organization whose funds are used solely to accomplish these objectives, does hereby adopt this Constitution and Bylaws.

ARTICLE I MEMBERSHIP

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of the Arkansas State Music Teachers Association, hereinafter designated the Association or ASMTA.

Section 2. Membership privileges and dues are established by the Board of Directors of the Association.

Section 3. Membership in the Association is contingent upon payment of dues to the Association and MTNA.

Section 4. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the Bylaws.

ARTICLE II AFFILIATED LOCAL ASSOCIATIONS

Section 1. Any city, town, or district music teachers association may become and remain affiliated with Arkansas State Music Teachers Association by fulfilling the requirements of membership as outlined in the Bylaws.

Section 2. The Board of Directors of the Association may suspend or terminate any affiliated Association at any time for justifiable cause, as outlined in the Bylaws.

ARTICLE III OFFICERS

Officers of the Association shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, and Immediate Past President. The manner of election and the duties of each office shall be defined in the Bylaws.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the President, the First and Second Vice Presidents, Secretary, Treasurer, and Immediate Past President.

Section 2. The Executive Committee shall be empowered to act for the Association in consultation with the ASMTA Board of Directors and within the limits of the Constitution and Bylaws. It shall actively pursue the purposes of the Association and shall have discretion, in cases of emergency, in the disbursement of funds.

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

ARTICLE V ASMTA BOARD OF DIRECTORS

Section 1. The ASMTA Board of Directors, hereinafter designated as the Board, shall be composed of the Executive Committee, all past presidents, one (1) elected representative from districts with 20 or fewer members, two (2) elected representatives from districts with 21 or more members, the librarian, the historian, the newsletter editor, the appointed chairmen of all standing and ad hoc committees, and the Presidents of local affiliated associations.

Section. 2. The Board shall plan and direct the activities of the Association.

Section 3. Board members are allowed two (2) unexcused absences from meetings per two-year term. The President determines what constitutes an unexcused absence. Board members with more than two unexcused absences per term forfeit their seats on the Board. Past Presidents are excused from this attendance requirement.

Section 4. The Board shall have the power to rescind by a two-thirds vote any decision of the Executive Committee.

Section 5. A majority of Board members present shall constitute a quorum.

Section 6. The Executive Committee may submit items of business by mail to the membership of the Board requesting a vote via 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 Board.

ARTICLE VI COMMITTEES

The President shall appoint such standing and ad hoc committees and chairs as may be required by the Constitution and Bylaws, or as the President may deem beneficial to the Association.

ARTICLE VII MEETINGS

Section 1. There shall be an annual meeting of the Association, time and place to be determined by the Board. Notice of such meeting shall appear in the official Association publication at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items for consideration.

Section 2. A majority of the active members present shall constitute a quorum for the election of officers and for the transaction of business at any annual or special meeting of the general membership.

Section 3. Special meetings of the Executive Committee may be called by the President, or upon the request of an Executive Committee member, or upon a signed petition from three (3) Active members of the Association.

Section 4. The Board shall meet two times each year. Special meetings of the Board may be called by the President, or upon the request of not less than a majority of members of the Board, or upon a signed petition from three (3) Active members of the Association.

Section 5. Special meetings of the general membership may be called by the President at the request of ten (10) Active members of the Association.

ARTICLE VIII PUBLICATION OF CONSTITUTION, BYLAWS, AND AMENDMENTS

The Association's Constitution and Bylaws shall be printed and distribute to the membership. Amendments to the Constitution and Bylaws shall be distributed to the membership through the Association's official publication or via mail.

ARTICVLE IX PARLIAMENTARY AUTHORITY

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 Constitution and Bylaws of the Association or any special rules of order the Association may adopt.

ARTICLE X AMENDMENTS

Section 1. This Constitution may be amended upon the recommendation of the Board at any annual or special meeting of the Association by a two-thirds vote of Active members present. Written notice of the proposed amendment(s) must be submitted to the membership of the Association at least thirty (30) days in advance of the session.

Section 2. Upon the recommendation of the Board this Constitution may be amended via mail ballot. Approval by a two-thirds vote of the active members of the Association shall constitute adoption of the amendment. The ballot and proposed amendments must be submitted to the active members of the Association 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.

ARTICLE XI DISSOLUTION

In the event of dissolution of the Association, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to the MTNA Foundation, which is a tax-exempt organization.

Amended, June 2002

ARKANSAS STATE MUSIC TEACHERS ASSOCIATION BYLAWS

ARTICLE I MEMBERSHIP

Section 1. Active Membership shall be open to all individuals professionally engaged in any field of music activity. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, hold office, and receive official Association publications. ASMTA strongly encourages its members to adopt the Code of Ethics as their personal model of professional conduct.

Section 2. Student membership in ASMTA shall be open to all full-time college students currently involved in music study who are also members of MTNA. Student members shall be entitled to attend programs of the association upon payment of the registration fee, to receive official Association publications, and to enter students in Association festivals, but

shall not have the right to vote, hold office, apply for national certification, or enter students in MTNA competitions.

Section 3. Honorary life membership may be granted to individuals who have given distinguished service to the Association. Honorary life members shall receive the official publications, but shall not have the right to vote or hold office.

ARTICLE II REVOCATION OF MEMBERSHIP

No person who has been convicted of a crime involving sexual or other abuse of a person shall be member of ASMTA. Any accusation that a members of ASMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of ASMTA, 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 the filing with the MTNA President of a certified copy of the judgement reversing the conviction.

ARTICLE III FISCAL YEAR

The fiscal year shall commence on July 1 and shall end on June 30.

ARTICLE IV MEMBERSHIP YEAR AND DUES

Section 1. The membership year for all membership categories except that of student membership shall coincide with the fiscal year, July1 to June 30. The student membership year shall be October 1 to September 30.

Section 2. Annual dues for active and student 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.

Section 3. Honorary life members are excused from paying annual dues.

ARTICLE V ELECTION OF OFFICERS

Section 1. A Nominating Committee shall be appointed biennially by the President to nominate ASMTA officers and the elected Board members from each Region of the state. The committee shall consist of the Immediate Past President, who acts as chairman, and one member from each Region.

Section 2. The Nominating Committee shall prepare a slate of not more than two (2) candidates for each office. This slate shall appear in an issue of the official Association publication at least thirty (30) days prior to the annual meeting of the Association's general membership.

Section 3. The officers of the Association and the elected Board members from each Region of the state shall be elected by a majority vote of active members present at the annual meeting of the membership. Nominations from the floor may be made provided the nominee is eligible for election. In order to serve, candidates must give written or verbal consent prior to or at the time of the election. Election shall be by secret ballot. Each office shall be voted on separately. In the event of only one nominee for an office or Regional position, the President may recommend election by general consent.

Section 4. Election shall take place biennially at the annual meeting of the general membership of the Association.

Section 5. Each officer shall be elected for a term of two (2) years. Officers may serve consecutive terms.

Section 6. Officers elected at the annual convention shall take office at the close of that convention.

Section 7. No officer may hold a national, division, or state office concurrently except the Immediate Past President.

Section 8. A vacancy in any office, except that of President, shall be filled by appointment by the President.

ARTICLE VI DUTIES OF ASMTA OFFICERS AND REGIONAL BOARD MEMBERS

Section 1. The President shall be the principal elective officer of the Association and shall preside at all meetings of the Association, the Executive Committee, and the Board. The President shall appoint the historian, the librarian, and the newsletter editor. The President shall appoint all chairmen and committees, both standing and ad hoc. The President shall serve as a member ex officio of all committees except the Nominating Committee. The

President shall fill any vacancies in any office or appointed position, except that of President. The President shall such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 2. The First Vice President shall assume all duties of the President in the absence of that officer, serve as convention chairman, and shall be responsible for organizing, arranging, and facilitating all aspects necessary for conducting the annual convention. The First Vice President, in conjunction with the Treasurer and upon approval of the Board of Directors, shall make financial arrangements for the annual convention. The First Vice President shall provide for the Second Vice President a copy of the annual convention agenda for publication in the annual convention bulletin. Should the President be unable to fulfill the term of office, the First Vice President shall assume the full duties of the President. The First Vice President shall perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 3. The Second Vice President presides in the absence of the President and First Vice President and secures ads for the Association's official publications and the convention bulletin and shall supervise the printing of the convention bulletin and current membership roster. The Second Vice President shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 4. The Secretary shall record the minutes of all meetings of the Executive Committee, the Board and the general membership. The Secretary shall maintain files of reports from various officers, shall distribute copies of minutes to all members of the Executive Committee and the Board, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 5. The Treasurer shall be responsible for overseeing, in cooperation with the President, all financial affairs of the Association. The Treasurer shall record all dues received from National Headquarters, keeping an up-to-date record of all members paid. The Treasurer shall receive, hold, and disburse all funds under executive order. The Treasurer shall report at each regular membership meeting and at such times as requested by the President, the Executive Committee, or the Board. The Treasurer shall see that the signatures of the President and the Treasurer are on record at the Association's bank. An auditing committee appointed by the President shall audit the Treasurer's books at the end of each fiscal year. The Treasurer shall assist the First Vice President in the financial arrangements and registration for the annual convention. The Treasurer shall also perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 6. The Immediate Past President serves as Parliamentarian and Chairman of the Nominating Committee.

Section 7. Regional Board members shall serve on the Board as representatives of their respective Regions.

ARTICLE VII AFFILIATED LOCAL ASSOCIATIONS

Section 1. Any city, town, or district music teachers association may petition to the Board for affiliation with ASMTA by providing that the following requirements have been fulfilled:

A. That it guarantees on the basis of submitted membership rosters that one hundred percent (100%) of its members who meet the requirements of MTNA and ASMTA Active Membership, and one hundred percent (100%) of its Student members who meet the requirements of MTNA and ASMTA Student Membership, are members in good standing of both MTNA and ASMTA. B. That two (2) copies of the Local Association's governing document(s) (e.g. Bylaws, Articles of Incorporation) have been filed with the Association's Secretary and that two (2) copies of the Local Association governing document(s) (e.g. Constitution, that they are consistent with that of ASMTA. C. That its fiscal and membership year coincide with that of ASMTA.

Section 2. Upon determining that a petitioning local music teachers association has fulfilled the requirements of Section One (1) of this Article, the Board shall approve the petition.

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

Section 4. Annual renewal of a Local Association shall be made without reconsideration by the Board provided: A. That the affiliate has not formally notified the Association's President that it wishes to discontinue affiliation. B. That all changes in the Constitution and Bylaws of the affiliated Local Association have been filed with the Association's Secretary, that they are consistent with the Constitution and Bylaws of ASMTA, and have been approved by the Board. C. That all provisions of Section One (1) and Four (4) of this Article continue to be fulfilled.

ARTICLE VIII DUTIES OF APPOINTED POSITIONS

Section 1. The Historian shall keep a file of all programs, articles, pamphlets, photographs, and clippings pertaining to the Association.

Section 2. The Librarian serves as curator for the Association's collection of books, recordings, and other materials related to the teaching of music.

Section 3. The Newsletter Editor edits and supervises the publishing and mailing of the Arkansas State Music Teacher, the Association's official publication.

ARTICLE IX DUTIES OF STANDING COMMITTEE CHAIRS

Section 1. The Certification Chair shall be responsible for all clerical work attendant to the certification program.

Section 2. The College Chapters Chair encourages the formation of college chapters and coordinates college chapters with ASMTA and MTNA.

Section 3. The College Section Chair presides at meetings of the College Section. In addition, this Chair solicits student participants for convention master classes and encourages participation by college teachers at members' recitals presented at conventions.

Section 4. The Community Outreach and Education Chair works with music educators to promote an awareness among the general public of the importance of music education. This Chair also publicizes information about legislation that affects music education.

Section 5. The State Festival Chair conducts all festival activities in conjunction with the local chairmen's activities.

Section 6. The Group Piano Chair is responsible for informing members about group piano activities and encourages the presentation of convention programs dealing with group piano teaching.

Section 7. The Independent Music Teachers Forum Chair presides at meetings of the Independent Music Teachers Forum. This Chair also promotes the certification of independent teachers and encourages the dissemination of information concerning taxes, zoning, and other issues that affect independent teachers.

Section 8. The Local Associations Chair assists in organizing local associations and coordinating local associations with ASMTA and MTNA.

Section 9. The Membership Chair works with the President and the Local Associations Chair to retain, reinstate, and recruit members for the Association.

Section 10. The Mentoring Chair provides mentors for new members in order to acquaint new members with activities and opportunities provided by the association and MTNA.

Section 11. The MTNA Competition Chairs are in charge of all MTNA competitions at the state level. A separate Chair is responsible for each of the following groups of competitions: the MTNA Student Composition Competitions, the MTNA Junior High Performance Competitions, the MTNA High School Performance Competitions, and the MTNA Collegiate Artist Performance Competitions.

Section 12. The MTNA Foundation Chair promotes awareness of Foundation activities and encourages contributions to the Foundation.

Section 13. The Nominating Committee Chair heads the Nominating Committee which prepares a slate of candidates for elective offices and Regional Board positions as set forth in the Constitution and Bylaws. The Immediate Past President serves in this position.

Section 14. The Publicity Chair notifies news media of competitions, annual meetings, and any other new relating to the Association and its members.

Section 15. The Rallies Chair conducts all Rally activities in conjunction with the local chairmen's activities.

Section 16. The State Auditions Chair(s) organize(s) the student state auditions that take place at the state convention.

Section 17. The Teacher of the Year Chair solicits nominations for the College Teacher of the Year and Independent Teacher of the Year awards. This Chair then meets with a committee to select award recipients from these nominations and secures the plaques that are presented at the annual membership meeting or banquet to the award recipients.

ARTICLE X AMENDMENTS

Section 1. These Bylaws may be amended at any meeting of the Board by a two-thirds vote of active members present. Written notice of the proposed amendment(s) must be submitted to the Board at least twentyfour (24) hours in advance of the meeting.

Section 2. Upon the recommendation of the executive Committee these Bylaws may be amended by a two-thirds vote via a mail ballot open to the members of the Board. The ballot and proposed amendment(s) must be submitted to the Board 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.

Amended, June 2002