

WYOMING MUSIC TEACHERS ASSOCIATION

CONSTITUTION AND BYLAWS

REVISED 1997, 2010

CONSTITUTION

Preamble

The Wyoming Music Teachers Association, an affiliate of the Music Teachers National Association (www.mtna.org), 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, composition, and research; and being a not-for-profit organization whose funds are used solely to accomplish these objectives, in accordance with section 501(c)(3) of the Internal Revenue Code of 1964 (or the corresponding provision of any future United States Internal Revenue Law), does hereby adopt this Constitution and Bylaws.

ARTICLE I - MEMBERSHIP

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of Wyoming Music Teachers Association, hereinafter designed as WMTA or as the Association.

Section 2. Membership dues shall be proposed by the Executive Board and approved by a two-thirds majority of the WMTA members present at an annual meeting.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the MTNA Bylaws.

ARTICLE II - AFFILIATED LOCAL ASSOCIATIONS

Section 1. Any city, town, or district music teachers association may become and remain affiliated with WMTA by fulfilling the requirements of membership as stated in the Constitution and Bylaws.

Section 2. The Executive Board may suspend or terminate any affiliated Local Association at any time for justifiable cause, as outlined in the Bylaws, subject to ratification of this action by the WMTA membership.

ARTICLE III - OFFICERS

Officers of the Association shall be a President, President-Elect, Secretary, Treasurer/Membership Chair and Immediate Past President. The manner of election and the duties of each officer shall be defined in the Bylaws.

ARTICLE IV - EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the officers: President, President-Elect, Secretary, Treasurer/Membership Chair and Immediate Past President.

Section 2. The Executive Board shall determine policies of the Association, in consultation with the general membership, and within the limits of the Constitution and 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 (3) voting members of the Executive Board, at least one of them being the President or President-Elect, must be present.

Section 4. Any action of the Executive Board may be rescinded by a two-thirds vote of the WMTA Board.

ARTICLE V - WMTA BOARD

Section 1. The WMTA Board shall be composed of the Executive Board, all Local Association Presidents, MTNA Certification Chair, MTNA Foundation Chair, Local Association Chair, Independent Music Teachers Forum Chair, College Faculty Chair, *Horizons* Editor, Technology Chair, State Achievement Days Chair, and Competitions Chair.

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

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

ARTICLE VI - COMMITTEES

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

ARTICLE VII - MEETINGS

Section 1. There shall be an annual meeting of the Association, the time and place to be determined by the Executive Board. Notice of such meetings shall appear in the official Association publication at least sixty (60) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items for consideration. The annual business meeting of the Association shall be held in conjunction with the State WMTA Convention.

Section 2. Three (3) members of the Executive Board plus 51% of the Active Members registered at the annual meeting shall constitute a quorum for the transaction of business at any annual meeting of the Association.

Section 3. Special meetings of the Executive Board may be called by the President, or upon joint request of not less than a two-thirds (2/3) majority of the Executive Board.

Section 4. The Executive Board may initiate business to the full membership by electronic or other appropriate means. The results of the business are reported to the Secretary, who shall incorporate the outcome in the Minutes of the subsequent meeting of the WMTA Board.

Section 5. 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.

Section 6. The President may appoint a parliamentarian to provide procedural opinion during various meetings.

ARTICLE VIII - PUBLICATION OF THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws shall be accessible on the official WMTA web site. (www.wyomingmta.org).

ARTICLE IX - DISSOLUTION STATEMENT

In the event of the dissolution of the Association, any funds remaining in the treasury after the payment of outstanding debts, shall be contributed to the music departments of State colleges and the University of Wyoming, or to other educational or charitable organizations, which shall at that time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE X - AMENDMENTS

Section 1. This constitution may be amended upon the recommendation of the Executive Board at any annual meeting of the Association by a two-thirds majority (2/3) vote of the active members registered at the meeting. Written notice of the proposed amendment(s) must be submitted to the membership of WMTA at least thirty (30) days in advance of the meeting.

Section 2. Upon the recommendation of the Executive Board, this Constitution may be amended by ballot. Approval by a two-thirds majority of the returned ballots shall constitute amendment. The ballot and proposed amendments must be submitted to the members of WMTA at least thirty (30) days in advance of the required return date. The date for return of the completed ballot must be clearly stated on the ballot.

BYLAWS

ARTICLE I - MEMBERSHIP

Section 1. Active membership shall be open to all individuals engaged in any field of music activity who are also members of Music Teachers National Association. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, hold office, and receive the official Association publications. Acceptance of membership includes an agreement to abide by the Code of Ethics of the Association. WMTA strongly urges its members to adopt the MTNA/WMTA Code of Ethics as their personal model of professional conduct.

Section 2. Student membership shall be open to all students from grade seven through the age of twenty-six (26) who are currently involved in regular music study. Any student beyond the age of twenty-six (26) who enrolls in a college, university or conservatory as a full-time student shall have the option of Student Membership for a period of not to exceed four (4) consecutive years. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the official Association publication, but shall not

have the right to vote, hold office, apply for national certification, or enter students in MTNA Competitions.

Section 3. Honorary Life Memberships may be awarded by the Executive Board to individuals who have given distinguished service to WMTA or the art of music. Such members shall have the privilege of attending Association meetings and activities, and members who qualify for Active membership in the Association shall have the right to vote and hold office.

Section 4. Patron Membership shall be open to all individuals and businesses that wish to support the programs of the Association. Patron members shall be entitled to attend these programs, and receive the official Association publications, but shall not have the right to vote or hold office.

Section 5. Dues amounts shall be published at www.mtna.org.

ARTICLE II - REVOCATION OF MEMBERSHIP

Revocation of membership will be followed in accordance with the MTNA Constitution and Bylaws.

No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of WMTA. Any accusation that a member of WMTA has been convicted of a crime, involving sexual or other abuse of a person, shall be reported to the President of WMTA, who shall appoint a three-person committee to ascertain the validity of the 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 article may be appealed to the Board of Directors of MTNA.

ARTICLE III - FISCAL YEAR

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

ARTICLE IV - 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 or entitled to any of the privileges of membership until dues are paid for the current membership year.

Section 3. In order to enter students in MTNA Competitions or WMTA Adjudications (such as Area or State Achievement Day), active membership status must be valid. Non-WMTA members may participate in local and state Achievement Day events, but incur a higher entry fee than WMTA members.

ARTICLE V - ELECTION OF OFFICERS

Section 1. A Nominating Committee shall be elected in odd-numbered years to nominate WMTA officers. The committee shall consist of the Immediate Past President and two (2) active members of the Association elected by the Executive Board. Each shall have given his or her consent to stand for election. The committee shall elect a chair.

If a vacancy occurs on the Nominating Committee, a replacement member shall be appointed by the Immediate Past President. The Nominating Committee shall prepare a slate of not more than two (2) candidates for each office. This slate shall appear in the *Horizons* and/or www.wyomingmta.org at least sixty (60) days before the date of the annual Convention of the Association. The Nominees shall be selected from among current WMTA membership.

Section 2. The Active members of the WMTA shall elect, by a majority vote of those in attendance, the officers of the Association. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. This consent must be given in writing or given in person at the meeting. Election by the members must be by secret ballot, and each office shall be voted upon separately. In the event of only one nominee for an office, the President may recommend election by general consent. The election shall take place in even-numbered years at the annual Convention.

Section 3. The President-Elect, upon completion of his or her term of office, shall become President of the Association. Should the President-Elect be unable to assume the Presidency, a President shall be elected, for that term only, in the same manner as the other officers.

Section 4. Each officer shall be elected for a term of two (2) years, and may not serve more than two consecutive terms, with the sole exception of the Treasurer, who shall serve one four-year term.

Section 5. The term of office shall begin with the adjournment of the annual session of the Association in even-numbered years.

Section 6. A vacancy in any office, except that of the President, shall be filled by the President, in consultation with the Executive Board. A President-Elect selected in this manner cannot then assume the office of President without being elected to that office.

Section 7. No officer may hold national, division or affiliated association offices concurrently except the office of Immediate Past President of WMTA.

ARTICLE VI - DUTIES OF WMTA OFFICERS

Section 1. The President shall be the principal elective officer of the Association and shall preside at the meetings of the Association and the Executive Board. He or she shall appoint *any ad hoc* committees. The President shall serve as a member *ex officio* of all committees except the Nominating Committee. He or she shall oversee the activity of the annual meeting and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 2. The President-Elect shall assume the duties of the President in the absence of that officer. He or she shall be responsible for planning the annual convention, work in close association with the host Convention Planning Committee, secure the featured performing artists, clinicians, keynote speaker, and serve as host or hostess to the convention artists.

He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 3. The Treasurer/Membership Chairman, in cooperation with the President, shall be responsible for overseeing, all financial affairs of the Association. He or she shall be responsible for the preparation of periodic reports to the WMTA Board, and provide a written annual report to the WMTA membership. He or she shall also preside in the absence of the President and the President-Elect, shall coordinate publication of the Membership Directory; serve as a link for all communications regarding membership between WMTA and MTNA; coordinate activities relating to recruitment, retention and development of members, and shall oversee the activity of the Certification Chair; and 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 Board and the Association. He or she shall maintain files and reports from various offices, shall distribute copies of minutes in legal form to all members of the Executive Board, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 5. All officers shall make reports to the membership through *Horizons*, the state Association newsletter.

ARTICLE VII - AFFILIATED LOCAL ASSOCIATIONS

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

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

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

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

Section 4. If a local music teachers association has affiliated with WMTA as a Local Association, all members of that Local Association must be members of both WMTA and MTNA.

Section 5. Annual renewal of a Local Association shall be made without reconsideration of WMTA provided:

- a. That the affiliate has not formally notified WMTA that it wishes to discontinue affiliation.
- b. That all changes in the Constitution and Bylaws of the affiliated Local Association have been filed with WMTA, that they are consistent with the Constitution and Bylaws of WMTA, and have been approved by WMTA.
- c. That all provisions of Sections One (1) and Four (4) of this article continue to be fulfilled.

ARTICLE VIII - WMTA BOARD

Section 1. The WMTA Board shall have at least one meeting each year prior to the annual meeting. The Board may meet additionally upon call of the President at such times and places as he or she may designate, and may be called to meet upon demand of a majority of its members.

Section 2. At the annual meeting of the Association, the WMTA Board shall call an open meeting for the general membership to bring forward items for consideration.

Section 3. WMTA Board members shall not receive compensation for their services but may authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe procedures for approval and payment of such expenses.

Section 4. The President, or his or her representative, shall receive up to but not exceeding an amount determined by the Executive Board to attend the MTNA National Convention and Northwest Division Conference. The President will provide records and receipts of the expenses incurred to the WMTA Treasurer by the end of the fiscal year.

ARTICLE IX - STANDING COMMITTEES

Section 1. Standing Committees of the Association shall be:

- Certification
- Independent Music Teachers Forum
- Local Associations
- Student Activities
- MTNA Foundation
- Technology

Committee Chairs are appointed by the State President. Committee members are recruited, if necessary, by the chairman, upon approval of the President.

Section 2. The specific duties and obligations of the various Standing Committees are detailed in the WMTA Handbook for Officers and Committee Chairmen.

Section 3. All Committee Chairmen shall abide by the general guidelines, as detailed in the WMTA Handbook.

Committee Chairs shall serve for a two-year term, and are eligible for renomination.

ARTICLE X - AMENDMENTS

Section 1. These Bylaws may be amended upon the recommendations of the Executive Board, at any meeting, the proposed amendments having been submitted to the membership at least thirty (30) days in advance of the meeting.

Section 2. Upon the recommendation of the Executive Board these Bylaws may be amended by a two-thirds vote, open to the general membership of WMTA. The majority shall be two-thirds (2/3) of the returned ballots. The ballot and proposed amendment(s) may be submitted electronically or by other appropriate means to the WMTA membership 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.