

GCMTA Constitution & Bylaws



CONSTITUTION AND BYLAWS of the GULF COAST MUSIC TEACHERS ASSOCIATION Revised September 2013

**Affiliated with the Mississippi Music Teachers Association and the
Music Teachers National Association**

CONSTITUTION

PREAMBLE

The Gulf Coast Music Teachers Association, an affiliate of the Mississippi Music Teachers Association (MMTA) and the Music Teachers National Association (MTNA), in order to further the art of music, and to promote fraternity, growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research, does hereby adopt this Constitution and Bylaws.

ARTICLE I – MEMBERSHIP

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of the Gulf Coast Music Teachers Association, hereinafter designated as GCMTA or as the Association.

Section 2. Membership dues shall be proposed by the Executive Committee and approved by the GCMTA Board.

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

ARTICLE II – OFFICERS

Officers of the Association shall be a President, Vice President, Recording Secretary, Web and Membership Manager, and Treasurer. The manner of election and the duties of each officer shall be defined in the Bylaws.

ARTICLE III – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the President, Vice President, Recording Secretary, Web and Membership Manager, and Treasurer.

Section 2. The Executive Committee shall determine policies of the Association in consultation with the GCMTA Board and within the limits of the Constitution and Bylaws. It shall actively pursue the purpose 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 Committee, at least one of them being the President or Vice President, must be present.

ARTICLE IV – GCMTA BOARD

Section 1. The GCMTA Board shall be composed of the Executive Committee, Publicity Chair, Historian, Music Festival Chair, Pre-College Chair, and Certification Chair. The manner of appointment shall be defined in the Bylaws.

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

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

Section 4. Fifty percent (50%) plus one shall constitute a quorum of the GCMTA Board.

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

ARTICLE V – COMMITTEES

The President, subject to the approval of the Executive Committee, 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 VI – MEETINGS

Section 1. Meetings shall be held at a time and place decided upon by the Executive Committee. Notice of the meetings shall be given to the membership by mail or email approximately one (1) week prior to the appointed time.

Section 2. Five (5) percent of the current membership entitled to vote shall constitute a quorum for election of officers and for transaction of business at any meeting.

Section 3. Special meetings of the Executive Committee may be called by the President, or upon request of not less than three (3) of the Executive Committee, or upon a signed petition from 50% plus one of the Active members of the Association.

ARTICLE VII – PUBLICATION OF THE CONSTITUTION AND BYLAWS

The GCMTA Constitution and Bylaws shall be published in the GCMTA Yearbook.

ARTICLE VIII – AMENDMENTS

Section 1. This Constitution may be amended upon the recommendation of the Executive Committee and the GCMTA Board at any meeting of the Association by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the membership of GCMTA at least thirty (30) days in advance of the meeting.

Section 2. Upon the recommendation of the Executive Committee and the GCMTA Board, this Constitution may be amended by email and/or ballot. Approval by a two-thirds vote shall constitute amendment. The ballot and proposed amendments must be submitted to the members of GCMTA 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.

BYLAWS

ARTICLE I - NAME

The name of this organization shall be Gulf Coast Music Teachers Association, hereafter referred to as GCMTA, affiliated with Mississippi Music Teachers Association (MMTA) and Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II – PURPOSE

Section 1. The purpose of GCMTA is the advancement of musical knowledge and education. Activities of GCMTA are aimed at the promotion of the art of music, the advancement of musical educational activities, and the appreciation of music among the people of the community.

Section 2. No part of the net earnings of GCMTA shall inure to the benefit of any individual. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation; and the organization shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 3. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to the Mississippi Music Teachers Association, Music Teachers National Association, or another nonprofit organization which qualifies under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – 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 GCMTA publications. Members are strongly encouraged to adopt the MTNA Code of Ethics (Appendix) as their personal model of professional conduct.

Section 2. Collegiate Membership shall be open to all college students currently involved in music study. Collegiate members are entitled to participate in all state and local activities, but shall not have the right to vote, hold office or enter students in MTNA competitions.

Section 3. Patron Membership shall be open to all individuals and businesses who wish to support programs of the Association. Patron members shall be entitled to attend programs of the Association and to receive the official Association/Affiliate publications, but shall not have the right to vote or hold office.

Section 4. Retired GCMTA/MMTA/MTNA members who discontinue teaching may remain on active status and retain all rights of the organization upon payment of discounted dues.

ARTICLE IV – 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 GCMTA. Any accusation that a member of GCMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of GCMTA, who shall immediately report the accusation to the Presidents of MMTA and MTNA, who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a member has been convicted of a crime involving sexual or other abuse of a person, the President shall immediately terminate the membership 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 judgment, reversing the conviction.

ARTICLE V – FISCAL YEAR

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

ARTICLE VI – MEMBERSHIP YEAR

Section 1. The membership year for all membership categories shall be July 1 to June 30.

Section 2. Annual dues for all categories shall be the total sum of prevailing national, state and local dues and shall be due on the first day of the membership year. In order to enter students in MMTA and/or MTNA competitions, annual dues must be paid by the first day of September. New members can join through December 1 with full privileges.

ARTICLE VII – ELECTION OF OFFICERS

Section 1. A Nominating Committee shall be appointed by the President to nominate GCMTA officers. The committee shall consist of the Immediate Past President, who shall serve as chair, and two Active members of the Association. These two Active members shall be appointed by the President and approved by the GCMTA Executive Committee. Each shall have given his or her consent. If a vacancy occurs on the Nominating Committee, the replacement members shall be appointed by the President with the approval of the GCMTA Executive Committee. The Nominating Committee shall prepare a slate of candidates for each office. This slate shall be published by mail and/or email at least thirty (30) days before the May meeting.

Section 2. The Active members of GCMTA shall elect by a majority vote 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. Officers shall be elected by majority vote of the Active members present. In the event of only one nominee for an office, the President may recommend election by general consent.

Section 3. Upon recommendation by the Executive Committee, voting by ballot may be conducted by mail and shall include the option of electronic means.

Section 4. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Executive Committee, subject to the approval of the GCMTA Board.

ARTICLE VIII – DUTIES OF GCMTA OFFICERS

Section 1. Duties of the President

- a) Calls to order and presides at meetings of the Association, the Executive Committee, and the GCMTA Board.
- b) Names appointed chairpersons with Executive Committee approval.
- c) Appoints standing and ad hoc committees with Executive Committee approval.

- d) Serves as Local Affiliate Representative to the Executive Board of MMTA.
- e) Serves as ex officio member of all committees except the Nominating Committee.
- f) Pays bills or signs Association checks in absence of the Treasurer.
- g) Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- h) Oversees the sending of thank-you notes, get-well cards and sympathy notes.

Section 2. Duties of the Vice President

- a) Assumes duties of the President in the absence of that officer.
- b) Serves as Program Chair of the Association.
- c) Serves as Senior Awards Chair.
- d) Serves on the Executive Board.

Section 3. Duties of the Recording Secretary

- a) Records minutes of all meetings of the Executive Committee, the GCMTA Board, and the Association.
- b) Mails or emails copies of minutes to members following regular meetings.
- c) Maintains a file of all Association minutes.
- d) Serves on the Executive Board.

Section 4. Duties of the Web and Membership Manager

- a) Handles the correspondence of the Association as directed by the President.
- b) Sends notices of upcoming meetings to members.
- c) Maintains all aspects of the GCMTA web site.
- d) Creates and distributes annual GCMTA Membership Handbook.
- e) Works closely with the Treasurer to keep the membership directory updated on the website.
- f) Serves on the Executive Board.

Section 5. Duties of the Treasurer

- a) Collects and deposits all monies of the Association.
- b) Oversees, in cooperation with the President, all financial affairs of the Association.
- c) Pays all bills authorized by the Association. Checks may be signed by the Treasurer or the President.
- d) Records and maintains permanent accounting records in accordance with generally-accepted accounting principles. Files all reports in a timely manner.
- e) Prepares regular detailed financial reports for the Executive Committee and annual financial statements for the Executive Board at the close of the fiscal year.
- f) Serves on the Executive Board.

ARTICLE IX – DUTIES OF CHAIRS

Section 1. Duties of the Publicity Chair

- a) Promotes public information about the activities of the Association.
- b) Prepares news releases of recitals, workshops, GCMTA Music Festival and MMTA Pre-College Evaluations.
- c) Serves on the GCMTA Board.

Section 2. Duties of the Historian

- a) Collects and keeps items of historical interest pertaining to the Association, including programs, meeting notices, syllabi, newspaper and/or magazine articles, photographs and correspondence.
- b) Serves on the GCMTA Board.

Section 3. Duties of the Music Festival Chair

- a) Secures a site for the Music Festival.
- b) Provides information and support to members about the Festival.
- c) Secures and instructs judges.
- d) Accepts applications and fees.
- e) Schedules student audition times.
- f) Assigns workers for day of Festival.
- g) Serves on the GCMTA Board.

Section 4. Duties of the MMTA Pre-College Evaluations Chair

- a) Serves as a member of the MMTA Pre-College Committee and attends meetings called by the MMTA Vice-President for Pre-College Activities.
- b) Secures a location for the evaluations.
- c) Arranges for and instructs judges.
- d) Notifies members of the date of evaluations, registration deadline and location of evaluations, and updates members on current revisions to the MMTA Syllabus.
- e) Receives applications and fees from teachers.
- f) Prepares schedule of students and informs teachers in writing.
- g) Assigns members to assist at evaluations as monitors and graders.
- h) Prepares and sends the required reports to the MMTA Vice-President for Pre-College Student Activities, the MMTA Treasurer and the GCMTA Publicity Chair in a timely manner. Presents this report to the Association at the next business meeting.
- i) Compiles and retains records for the evaluations.
- j) Confers with the MMTA V-P to resolve any problems.
- k) Serves on the GCMTA Board.

Section 5. Duties of the Certification Chair

- a) Is an advocate for MTNA Certification.
- b) Disseminates information about MTNA Professional Certification.
- c) Maintains contact with MTNA Division Certification Commissioner and National Headquarters.
- d) Serves on the GCMTA Board.

Section 6. Duties of Recital Chair

- a) Ensures venue for students' recitals
- b) Receives recital forms from teachers and prepares program
- c) Appoints moderator
- d) Serves on Executive Board

ARTICLE X – AMENDMENTS

Section 1. These Bylaws may be amended upon the recommendation of the Executive Committee at any meeting of the GCMTA Board by a two-thirds vote. Written notice of the proposed

amendment(s) must be submitted to the GCMTA Board at least thirty (30) days in advance of the meeting.

Section 2. These Bylaws may be amended at any business meeting by two-thirds vote of the active members present, provided written notice of proposed amendment(s) is submitted to membership at least thirty (30) days in advance of the next meeting.

APPENDIX – MTNA CODE OF ETHICS

Please refer to the Music Teachers National Association (MTNA) Code of Ethics at:
<http://www.mtna.org/about-mtna/code-of-ethics/>