

## **TUALATIN VALLEY DISTRICT BYLAWS**

(adopted March 8, 2013; updated September 11, 2015)

UPDATED: SEPTEMBER 9, 2022

### **ARTICLE I – NAME**

The name of this organization shall be "Tualatin Valley District, Oregon Music Teachers Association, Inc.", (henceforth referred to as Tualatin Valley District OMTA), affiliated with the Oregon Music Teachers' Association, Inc. ("OMTA"), and the Music Teachers' National Association, Inc. ("MTNA"), Cincinnati, Ohio, a Code Section 501(c)(3) organization. The nucleus of the district shall be the cities of Tigard, King City, Tualatin, Wilsonville, Sherwood, and surrounding areas.

### **ARTICLE II – PURPOSE**

**Section 1.** The purpose of the District is the advancement of musical knowledge and education. Activities of the District 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 the Organization 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 an otherwise attempt 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 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 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. Membership Classifications**

The following membership classes are open to those who meet the respective qualifications and pay the annual dues provided for the respective classification pursuant to Section 2 hereof. All members of this District shall hold membership in the OMTA and MTNA.

- A. **Active Membership** shall be open to all individuals who are/were professionally engaged in music teaching, upon application and payment of requisite fees. Active Membership conveys the privileges of participation in all Association activities, the right to attend meetings and programs, to vote, hold office, to enter students in Association programs, and receive the official Association publications.
- B. **Associate Membership** is available for persons interested in music and the performance thereof. They shall not be engaged in the teaching of music. An associate member does

not have the right to vote or hold office.

- C. **Honorary Life Membership** may be conferred by vote of the OMTA State Executive Board as directed in the OMTA Bylaws. This tribute shall be to a member who has rendered long and distinguished service to OMTA. Recommendation for such membership shall come through the District President. All rights and voting privileges shall be retained by those holding Life Memberships.
- D. **Retired Membership** is open to those who have been active members for at least 20 continuous years, are age 65 or greater, and are essentially retired from teaching. A member must send written notice to the MTNA Chief Executive Officer for this class of membership to be activated. Retired members are entitled to discounted dues. Retired members may vote and must also be a member of OMTA.
- E. **High School Student Membership** shall be open to all students from grade nine (9) through grade twelve (12) who are currently involved in regular music study. High School Student members are required to be studying with an OMTA teacher. High School Student members may enter their own students in OMTA Syllabus, OMTA festivals and other OMTA sponsored events upon payment of registration fees. High School Student members may attend conferences and other programs of the Association upon payment of registration fees. However, High School Student members may not enter students in MTNA competitions, shall not have the right to vote, apply for National certification or hold office. In any District, High School student members may form their own student chapter. Any student chapter must have an advisor who is an active member of OMTA.
- F. **Collegiate Membership** shall be open to all collegiate students through the age twenty- six (26) who are currently involved in regular music study, or full-time college students currently involved in music study. Collegiate student members need not be studying with a member of OMTA. Collegiate members may enter their own students in OMTA Syllabus, OMTA festivals and other OMTA sponsored events upon payment of registration fees. Collegiate members may attend conferences and other programs of the Association upon payment of registration fees. However, collegiate members may not enter students in MTNA competitions, shall not have the right to vote, or hold office. In any District, collegiate members may form their own student chapter. Any student chapter must have an advisor who is an active member of OMTA.

## **Section 2. Procedure for Membership Application**

All candidates for Active, Associate or Collegiate membership shall apply through the MTNA website and pay applicable national, state and local fees. All candidates for High School Student Membership shall complete the form found on the OMTA website and return as instructed with applicable state and local fees.

## **Section 3. ANNUAL DUES and MEMBERSHIP YEAR**

- A. In addition to the OMTA and MTNA dues, annual District dues for all categories of membership will be established by the Executive Committee. The Executive

Committee shall establish the annual Dues amount, present to the District for vote, and publish the dues information in the next official publication.

B. Dues are delinquent June 30 for active members, September 30 for student members, after which time members are not in good standing or entitled to any privileges of membership until dues are paid for the current membership year.

C. The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30.

#### **Section 4. Termination of Membership**

Membership in OMTA is a privilege and not a right. Termination of membership for non-payment of dues within the time prescribed in Section 1 of Article IV is automatic and not subject to the procedures stated herein. Other than for non-payment of dues, the [State] Executive Board, by a two-thirds vote, may terminate a membership if the Board determines that termination is in the best interest of OMTA or the purposes of OMTA as stated in Article II of the Bylaws. The [State] Executive Board shall only consider and vote upon the proposed termination of a membership after the member has been advised of the alleged reason for termination and have been provided an opportunity to present information to the [State] Executive Board on his or her behalf. If membership is terminated, the individual may appeal for reconsideration of that decision to the [State] Executive Board. The [State] Executive Board will determine whether to uphold the membership termination by a majority vote. In the event of a membership termination, a dues refund will not be given.

#### **ARTICLE IV - TVOMTA DISTRICT OFFICERS and TERM OF OFFICE**

The Officers of the District shall be two Co-Presidents (1st year and 2nd year), Immediate Past President, Secretary, and Treasurer. Each Co-President shall be elected for a two year term of office with each starting their term in alternate years. The Secretary and Treasurer shall be elected for a one year term of office. The Officers shall serve until his or her successor assumes office. This election shall occur at the May District Meeting. The term of office shall begin at the end of the last meeting within the fiscal year, and end upon the installation of the next officer. No member shall be eligible to serve more than two consecutive terms in the same office, except the office of treasurer.

- A. The **Co-Presidents** shall consist of a **1st year President and 2nd year President**. The Co-Presidents shall share the duties and responsibilities of the President position, with the 2nd year President training the 1st year President. One Co-President shall preside at each meeting of the District and the Executive Committee meetings. One Co-President shall attend the State OMTA Board meeting as required by the State Executive Committee which meets at least three times a year. The Co-Presidents shall work together to appoint all standing and special committees with the approval of the Executive Committee, and they shall perform other such duties applicable to the office. He or she shall serve as an ex officio member of all committees. At the end of the term of office, the 2nd year President

shall move to the Immediate Past President position; the 1st year President shall become the 2nd year President and a new 1st year President shall be voted into the position by the Members.

- B. The **Secretary** shall keep the minutes of all meetings of the District and the Executive Committee, and shall perform such other duties as may be assigned by the President or required by the District. The Secretary shall send a copy of the District meeting minutes to the Website Master to be posted on the District Website.
- C. The **Treasurer** shall be responsible for the payment of all bills authorized by the District, shall keep an itemized account of all receipts and disbursements, shall prepare an annual budget, shall present reports to the District at each business meeting, and shall perform other such duties as may be designated by the President or as required by the District.
- D. The **Immediate Past President** shall be a member of the Executive Committee and shall assist the Co-Presidents in duties as may be designated by the Co-Presidents or required by the District.

## **ARTICLE V - ELECTION OF TVOMTA DISTRICT OFFICERS**

### **Section 1. Nominating Committee**

The Nominating Committee shall consist of the District officers, and the Immediate Past President. The nominating committee shall announce a slate of one candidate for each office at the May meeting; additional nominations from the floor are permitted with consent of the member being nominated.

### **Section 2. Election Procedures**

Officers shall be elected by two-thirds vote of the eligible members present at the May meeting. A vacancy of any office, except that of President, shall be filled for the unexpired term by presidential appointment and approval by the Executive Committee. A 1st year Co-President appointed in this manner must be elected to office by vote in the same manner as the other officers. Any officer shall cease to hold office upon termination of membership, or may be removed from office by two-thirds vote of the members present and voting at a regularly scheduled meeting. Such action may be taken when it appears evident that an officer has been or is unable to serve or is otherwise unqualified.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

### **Section 1. Government and Duties**

The officers of the District and the Immediate Past President shall constitute the Executive Committee. (Committee Chairs may be added.) The Executive Committee, within the limits of the Bylaws, shall have general supervision of the affairs of the District between its business meetings, fix the hour and place of meetings, make recommendations to the District, and perform other such

duties as are specified in these Bylaws. The Executive Committee shall be subject to the orders of the District and none of its acts shall conflict with action taken by the association.

## **Section 2. Meetings of the Executive Committee**

Executive Committee meetings shall occur as needed and the minutes made available to members at the next regularly scheduled District meeting. Action taken by unanimous written consent of the Executive Committee via mail or electronic transmission shall be a valid action of the Committee. Such actions shall be preserved and reported in the minutes.

## **ARTICLE VII – COORDINATORS AND CHAIRS**

A. The **Historian** shall keep a record of the events of the District and submit two copies of District Festival programs to MTNA.

B. The **Membership Chair** shall act upon the names of all persons submitted for membership, shall keep an up-to-date roster of the District membership, and perform other duties as required by the District.

C. The **Syllabus Chair** shall be responsible for the administration of all syllabus evaluations, the printing and distribution of all syllabus materials, the accounting of income and expenditures, and the recording of grades. In the case of a provisional member, records shall be kept until the member has fulfilled the requirements to become an active member.

D. The **Hospitality Chair** shall organize refreshments for any In-Person Meetings, and plan and organize 2-3 Member Brunches (September, December, May). The Chair shall also purchase supplies as needed for reimbursement and store the supplies and equipment, as needed. The Hospitality Coordinator shall also order flowers to be sent in the event of a death or send cards to the Members as needed.

E. The **Baroque Festival Chair** shall be responsible for the administration of the Baroque Festival including printing and distribution of Festival materials, selecting adjudicators, and obtaining a performance venue, if needed. The Chair shall request the adjudicator's payment from the District Treasurer and report the winners to their teachers and to the State.

F. The **Composition Celebration Chair** shall be responsible for the administration of the event including printing and distribution of Celebration materials, selecting the adjudicator, and obtaining a performance venue, if needed. The Chair shall request the adjudicator's payment from the District Treasurer and report the winners to their teachers and to the State.

G. The **Festival of Ribbons Chair** shall be responsible for administration of the Festival including printing and distribution of all Festival materials, selecting the adjudicators, and

obtaining a performance venue, if needed. The Chair shall coordinate volunteers and schedule the participants in recital groups. The Chair shall request the adjudicators' payment from the District Treasurer and report income to the District.

H. The **Ensemble Chair** shall be responsible for administration of the Ensemble Festival including printing and distribution of all Festival materials, selecting the adjudicators and obtaining a performance venue, if needed. The Chair shall coordinate volunteers and schedule the participants in recital groups. The Chair shall request the adjudicators' payment from the District Treasurer, report the winners to their teachers and to the State.

I. The **Website Master** shall be responsible for making changes to the District website as approved by members of the Executive Committee.

J. The **Sacred Recital Chair** shall be responsible for administration of the event including printing and distribution of Recital materials, obtaining a venue, scheduling the participants, and reporting income to the district. This event occurs every three years in rotation with the Pop Festival and the Sonatina Gallery.

K. The **Sonatina Gallery Chair** shall be responsible for administration of the event including printing and distribution of Recital materials, obtaining a venue, scheduling the participants, and reporting income to the district. This event occurs every three years in rotation with the Pop Festival and the Sacred Recital.

L. The **Pop Festival Chair** shall be responsible for administration of the event including printing and distribution of Festival materials, obtaining a venue, scheduling the participants, and reporting income to the district. This event occurs every three years in rotation with the Sacred Recital and the Sonatina Gallery.

M. The **Playing Class (PLTL) Chair** shall be responsible for arranging monthly opportunities for members to share music. PLTL stands for **Play Listen Teach Learn**. The goal is to play and study music, promote community involvement, and perform in recitals. The Chair shall organize the Spring Teachers' Recital. The Chair shall also recruit Members to play in the Old Church Lunchtime Performance.

N. The **Festival Coordinator** shall assist the Co-Presidents with finding volunteers to chair each District event and assist the Chairs with details of the Festivals, as needed. The Coordinator will encourage and assist the Chairs in organizing and writing the details and responsibilities of their position and keep it up to date. The Coordinator will plan and hold a training session for all of the out-going/in-coming Chairs.

O. The **Presentation Coordinator** shall assist the Executive Committee in selecting presentations for District meetings. With approval of the Executive Committee, the Coordinator shall schedule the presentations for the coming year. The Coordinator shall communicate with the presenters and help them with any needs such as printing, visual aids, and on-line meeting details. The Coordinator shall request the presenter's payment

from the District treasurer.

P. The **Public Relations Coordinator** shall work with the Publicity Chair and the Social Media Chair and assist as needed. The Public Relations Coordinator shall also communicate with the Executive Committee to ensure any current announcements or updates are posted on the TVOMTA Website.

1. The **Publicity Chair** shall assist the Co-Presidents and Festival Chairs with making posters, flyers, and other advertisements or announcements for upcoming TVOMTA events, as needed. The Chair will also send these announcements to the Website Master to post with approval of the Executive Committee.
2. The **Social Media Chair** shall oversee and regularly post Tualatin Valley District announcements on the Tualatin Valley District Facebook page. Also, the Coordinator will be administrator for a Tualatin Valley District YouTube Channel for use of District meetings and events.
3. The **Music News Chair** shall write the monthly Tualatin Valley District updates for the monthly OMTA Music News.

#### **ARTICLE VIII – MEETINGS and QUORUM**

Regular Meetings shall be held monthly, during the year, from September to May at times and places set by the Executive Committee and guided by the wishes of the membership. In lieu of a District meeting in November, the Executive Committee may meet. One quarter of the Membership shall constitute a quorum for the transaction of new business.

#### **ARTICLE IX – AMENDMENTS**

These bylaws may be amended at any regular meeting of the District by a two-thirds vote of Members present, provided that the amendment has been submitted in writing at least ten days before the meeting. All amendments must be consistent with Article II of the Bylaws and a copy of the same must be filed with the State Legislative Committee and sent to the MTNA National Office.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the District in all cases where applicable unless inconsistent with the State or National association.