

Conroe Music Teachers' Association
Constitution and By-Laws
(Amended Oct. 2, 2009)

Article I: Name

The name of this organization shall be the Conroe Music Teachers' Association.

Article II: Purpose

The Purpose of this organization shall be to raise and enrich the quality of music education in the Conroe area. It shall be organized and operated exclusively for educational purposes within the meaning of Section 501 (C) 3 of the Internal Revenue code of 1954. This association is not organized for profit and no part of its earnings, contributions or grants shall inure to the benefit of any individual or entity. We propose to meet this goal in the following ways:

1. To maintain a permanent organization.
2. To further student knowledge and education in the field of music.
3. To promote high standards in teaching music.
4. To encourage the self-improvement of the membership.

Article III: Fiscal Year

The fiscal year shall be from July 1 through June 30.

Article IV: Affiliation

Section 1. The Conroe Music Teachers Association shall be affiliated with Texas Music Teachers Association, including Student Affiliate, and Music Teachers National Association.

Section 2. The local organization shall operate under this Constitution and By-Laws, the spirit of which is in accord with the aims and purposes of the State and National organizations.

Article V: Membership

Section 1. Membership in this organization shall be unlimited in number and shall be open to individuals who are interested in music education. Membership shall be obtained by submitting a written application to the Membership Chairman, who will review the application and verify the eligibility of the applicant according to CMTA bylaws. If the applicant is transferring from another MTA, the Membership Chairman will verify with the MTA from which he/she is transferring that the applicant is currently a member in good standing with that association. An individual who meets the requirements listed in Article V, Section 2 shall be granted the appropriate class of membership.

Section 2. There shall be four classes of membership:

- A. **Active:** An active member shall be engaged in the teaching of any branch of music for remuneration, provided he/she has graduated from high school or earned a GED certificate and qualifies through one of the following prerequisites:
 1. Holds MTNA Certification.

2. Holds a degree or artist diploma in music from an accredited institution.

3. Has studied his/her instrument for a minimum of eight years and taught for a minimum of two years prior to application for membership.

4. Transfer/Resignation/Reinstatement

a. Transfer of Membership: A member in good standing from another association affiliated with Music Teachers National Association, Inc., may transfer to the Conroe Music Teachers Association as an Active member provided he/she meets the local Active membership requirements. An initiation fee shall not be assessed.

b. Resignation: A member desiring to resign in good standing shall send a written resignation to the Membership Chairman who shall present it for recording at the next meeting of the Executive Board.

c. Reinstatement: A member who was in good standing when he/she resigned from the Conroe Music Teachers Association may be reinstated to the class of membership from which he/she resigned by paying the Local, State, and National dues, and by requesting that the Membership Chairman to place his/her name before the Executive Board for reinstatement.

5. Probation

A member who fails to fulfill the yearly participation requirement as outlined in Article VI by June 30th of the current year will be classified as probationary after due process as outlined in Article VI, Section 3. Members placed on probation may attend meetings and work in the association, but may not vote, hold an Executive Board position or enter students in events until the participation requirements are met for the following year beginning July 1st.

B. **Provisional:** Provisional membership shall be granted to an individual who has applied for membership and who is working to meet the requirements for Active Membership. His/Her membership status shall be reviewed after a two year period or sooner at the individual's request to evaluate progress toward active membership. Provisional members may attend all meetings and present students on programs, contests, theory tests, or any other association function but may not hold office or vote.

- C. **Patron:** Patron membership is open to all persons not professionally engaged in any field of musical teaching activity who wish to support the programs of CMTA. Because their association will be at the local level only, the Patron member will be asked to pay only the local dues. Such membership provides admission to all CMTA meetings but does not include the right to vote or hold office.

- D. **Inactive:** An inactive member fulfills all prerequisites of active membership but chooses to remain inactive for personal reasons. An inactive member may attend meetings but may not vote, hold an Executive Board position or enter students in events. An inactive member shall pay all national, state and local dues, but will not be expected to fulfill the local participation requirement (Article VI, Section 3). Inactive members may choose to resume their active status at any time without penalty.

Article VI: Dues, Fees and Participation

Section 1: Local dues and fees shall be set by the General Membership upon recommendation of the Executive Council.

Section 2: Payment of Dues and Fees

- A. Active, Provisional and Inactive members shall pay annual Local, State, and National dues directly to the National Office.
- B. New Members
 - 1. Shall pay an initiation fee plus Local, State and National dues.
 - 2. Dues of members accepted at the April Executive Board meeting shall be for the following fiscal year.
- C. Only members who have paid dues in full to MTNA, TMTA and CMTA for the current fiscal year may present students in activities sponsored by the Association.
- D. Non-member teachers wishing to enter students in Student Affiliate events shall pay the appropriate non-member fees as listed in the TMTA-SA Handbook and/or the CMTA Yearbook.

Section 3: Participation Requirement for Active and Provisional Members

- A. Active and Provisional members are required to participate in the local Conroe MTA for each year of membership through one of the following and provide documentation to the membership chairman.
 - Attend a minimum of four (4) Business Meetings of the General Membership (Documentation is kept by the membership chair)
 - Hold a position on the Executive Board
 - Serve as director or assistant director of an ensemble or chamber music group and attend all rehearsals of ensemble, the local concert and the TMTA concert with the ensemble.
 - Serve as newsletter editor/publisher for CMTA
 - Serve as webmaster for CMTA

- Serve as Facilities Coordinator for CMTA
 - Serve as Judge Coordinator for CMTA
 - Serve as Yearbook editor
 - Serve as an Event Chairman
 - Work a minimum of 8 documented hours on committees or at events beyond the time required for participation because of student entries. Board Positions or SA committee member positions at the state or national level shall fulfill 4 of the 8 required hours for participation.
- B. The active and Provisional membership role will be reviewed by the Membership Chairman (2nd VP) on or before May 30th. Members who have not submitted documentation of the required participation will be notified and given until June 30th to provide the information required.
- C. On June 30th of the current year, the Membership Chairman will provide any name(s) of Active or Provisional member(s) who failed to meet the requirements in Article VI, Section 3(A) to the OUTGOING Executive Board who will then place those members on Probation effective July 1st.
- D. Members placed on probation will be returned to Active or Provisional status with all rights and privileges outlined in the CMTA Bylaws as soon as the participation requirement is met for the following year beginning July 1st and documentation has been provided to the Membership Chairman who will make the notification to the Board.

Article VII: Officers

Section 1. The officers of the Association shall be of three classes: elective, automatic and appointed.

- A. The elective officers shall be: **President, First Vice President** (Student Affiliate Chairman), **Second Vice President** (Membership Chairman), **Third Vice President** (Program Chairman), **Recording Secretary, Corresponding Secretary Treasurer** and **Member-At-Large**.
- B. The automatic officer shall be: **Immediate Past President** .
- C. The appointed officer shall be: **Parliamentarian**, and shall be appointed by the newly elected President following elections, and confirmed by the incoming Executive Board. The Parliamentarian does not have a vote on the Executive Board, but retains all other general member voting rights.

Section 2. Term Limits

- A. **The President** shall be limited to a two year consecutive term in that office.
- B. The following officers: **First Vice President, Second Vice President, Third Vice President, Recording Secretary,**

Corresponding Secretary, Member-At-Large, and Parliamentarian shall serve no more than a three year consecutive term in that office.

C. The office of **Treasurer** is a non-tenured office.

Section 3. Duties of Officers

A. Elective

1. **President:** He/She shall preside at all general and board meetings of the Association. He/she shall select all appointed officers and supervise the affairs of the Association. The president is an ex-officio member of all committees except the nominating committee. He/She may call meetings of any committee at his/her discretion. He/She will also coordinate the Association's meeting programs with the Third Vice President.

2. **First Vice President** (Student Affiliate Chairman). He/She shall assist the President when necessary and shall, in the absence of the President, perform all the duties of that office. He/She is the Student Affiliate Chairman and shall see that all arrangements related to Student Affiliate are carried out properly at the Local and State levels. As Student Affiliate Chairman, He/She distributes all TMTA information to the current Student Affiliate Chairmen. He/she also distributes the Student Affiliate enrollment information from TMTA to the membership and collects the completed forms along with appropriate Student Affiliate dues by local deadline. After the forms and dues are collected, it is the Student Affiliate's job to send the appropriate state fees and forms to TMTA by their deadlines.

3. **Second Vice President** (Membership Chairman). Shall assist the President and First Vice President when necessary and shall, in the absence of the President and First Vice President, perform all duties as required of each office. He/She is the CMTA Teacher Membership Chairman. He/She shall receive all new member applications and present the qualifications to the Executive Council for acceptance as new Active, Provisional, or Patron members. He/She will also receive any letters of resignation or reinstatement, and present them to the Executive Council for approval. In addition, it is the duty of this officer to advise the yearbook and newsletter editor as to membership, and supply lists of all Active, Provisional and prospective members to the President. He/She will also coordinate teachers' professional affiliation with MTNA and TMTA on behalf of CMTA.

4. **Third Vice President.** He/She shall be Program Chairman and shall collaborate with the President in the selection and number of programs to be arranged each year. He/She shall also contact possible presenters, work out the scheduling, see that they are properly paid for their services and subsequently send a

letter or note by mail acknowledging the presenter's service to CMTA.

5. **Recording Secretary.** Shall take the minutes and record the proceedings of the Association, Executive Board, and Executive Council. At the close of each administration, he/she shall file the records for future reference.

6. **Treasurer.** Shall receive, collect, hold and pay out all moneys for routine expenditures of the association, subject to the order of the President. Expenditures not in the budget shall be voted upon by the membership. An account of all monies received and expended shall be kept and reported at each meeting. The treasurer shall handle all financial matter relating to TMTA and MTNA. All accounts shall be prepared for audit each year by June 30th. He/She shall authorize a financial audit every other year for years ending in an even number. (Ex: 2000, 2002, 2004 etc.) The treasurer receives regular membership status reports from MTNA and shall furnish same to the President and Second Vice President.

7. **Corresponding Secretary.** Shall be responsible for all correspondence relative to CMTA activities and requested communications. He/She will be responsible for sending the appropriate cards and or flowers/plants to CMTA members when deemed necessary, the sending of thank you notes to chairmen of events, and to Event judges when necessary.

8. **Member-At-Large.** He/She shall act as a facilitator to receive CMTA membership suggestions, grievances or criticisms **in writing only**. All letters are to be submitted to the President for Executive Board review and decision. He/She shall be a voting officer, and is expected to attend all General, Council and Board meetings. The Member-At- Large shall maintain a membership electronic mail list and shall distribute electronic mail correspondence to the general CMTA membership.

B. **Automatic**

Immediate Past President. The Immediate Past President shall advise the incoming President and has a vote on the Executive Board.

C. **Appointed**

Parliamentarian. Shall be thoroughly familiar with every article and section of the CMTA Constitution and By-laws, Standing Rules, and Code of Ethics and shall see that they are upheld. He/she shall advise the officers and members as to parliamentary procedures according to Robert's Rules of Order, Newly Revised.

Article VIII: Election of Officers

Section 1. A Nominating Committee shall be chosen from the membership at the January association meeting. This committee is to be made up of three members in good

standing. The President is not eligible to serve on this committee. The committee shall recommend a slate of one name for each office at the March general meeting. Nominations from the floor will then be accepted at the March meeting pending verification of eligibility.

Section 2. Eligibility

- A. To be eligible for nomination, any prospective officer must have been an active member in good standing in the Conroe Music Teachers' Association throughout the twelve months immediately prior to his/her nomination
- B. To be eligible for nomination for the office of President the member must have served on the CMTA Executive Board for a minimum of two out of the previous four years.

Section 3. Election of the officers shall be at the association meeting in April. Nominations from the floor will then be accepted pending verification of eligibility.

Section 4. The new officers shall be installed at the May meeting.

Article IX: Executive Board

The Executive Board of this association shall include the following elective and automatic officers: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Member-At-Large, Immediate Past President and the Parliamentarian. It is the duty of this board to exercise general supervision and control of the affairs of the Association. This board shall have power to act on behalf of the Executive Council and the General Membership in all emergencies. Action taken by unanimous written consent of the members of the Executive Board via mail, or electronic transmission shall be a valid action of the Board. Such action of the Board shall be preserved and reported in the official minutes.

Article X: Executive Council

The Executive Council shall consist of the Executive Board plus the Standing Committee Chairmen and the Student Affiliate Events Chairmen. This group will meet as called by the President to offer suggestions and proposals to the general membership regarding the calendar, events, and other matters regarding CMTA activities.

Article XI: Committees

Section 1. The President shall appoint standing committee chairmen. The First Vice President (Student Affiliate Chairman) shall appoint a chairman for each student event. All Chairmen shall be approved by the Executive Board.

Section 2. Duties of each committee chairman shall be to preside over the special event placed in his/her charge. He/She shall make reports on his/her event to the association at regular intervals via the CMTA newsletter and at meetings.

Section 3. Each committee chairman shall keep a report of the financial activities of his/her event and shall turn in all monies to and request all payments to be made by the association Treasurer. All transactions are to be accompanied by the proper Check Deposit or Check Request forms.

Section 4. Each committee chairman shall keep a notebook, file or folder of all materials related to his/her committee or event.

Article XII: Meetings

Section 1. The Association's meetings shall be held monthly from September through May.

Section 2. Any additional called special general membership business meetings must be announced to all active members via regular mail two weeks in advance. An announcement of special called general membership meeting must include the agenda for the meeting.

Section 3. Quorum

- A. Four members of the Executive Board shall constitute a quorum of that body.
- B. Seven members of the Executive Council shall constitute a quorum of that body.
- C. A quorum of the general membership shall be defined as the number of members present at a regularly scheduled monthly business meeting advertised in the yearbook with the agenda posted on the web site and/or in the newsletter one week prior to the meeting.
- D. When the conditions in Article XII, Section 3, Paragraph C are met, the members present and voting represent a quorum of the general membership. Otherwise, twelve members must be present at a regularly scheduled or special meeting to constitute a quorum.

Article XIII: Amendments

Section 1. These By-Laws may be amended at any General Meeting provided a quorum is present. A two-thirds majority of the votes cast shall be required to amend the By-Laws.

Section 2. A proposed amendment shall be published, posted, or read aloud at a General Meeting at least eighteen hours before action may be taken upon it.

Article XIV: Rules of Order

Robert's Rules of Order, Newly Revised shall be the authority on all questions of parliamentary procedure not covered by the CMTA Constitution and By-Laws. Other matters not related to parliamentary procedures will be governed by the CMTA Constitution and By-Laws, Standing Rules, and CMTA Code of Ethics.

Article XV: Dissolution

In the event of the dissolution of the association for any reason, any funds or other assets of the association remaining after settlement of the liabilities of the association shall be contributed to another organization described in Section 501 (C) 3 of the Internal Revenue Code of 1954, for use as a scholarship fund.

Article XVI: Initial Registered Office

The initial registered office of this organization is 397 Cleveland Road, Conroe, Texas 77304.

Article XVII: Initial Registered Agent and Officers

The initial registered agent is the 1992 President of the organization, Doris Lum.
The initial 1992 elected officers are as follows:

President:	Doris Lum
First Vice President:	Celia Jenkins
Second Vice President:	Alecia Russell
Secretary:	Linda Odom
Treasurer:	Linda Odom