

Conroe Music Teachers' Association

Code of Ethics

This Code has been adopted by the Conroe Music Teachers' Association for the purpose of improving the profession of music teaching and maintaining the profession's dignity and honor. Adherence to the code will promote cooperation, understanding and good fellowship among the members.

We as members believe that it is the duty of every teacher and member of this association to govern himself or herself in accordance with the principles contained in this code. It is not assumed that the following articles cover the entire field of ethics in this profession, but that these are the main guidelines that we feel must be observed.

1. It is unprofessional and unethical for a teacher to make false claims regarding himself/herself or his/her pupils.
2. It is unethical and unprofessional for a teacher by misleading statements or false promises, to induce a student to study in the hopes of a career, if the talent does not warrant it.
3. It is unethical to criticize adversely the work of a fellow teacher publicly or privately by phone, in person, or by computer e-mail, or at any CMTA sponsored event, or at any other musical event.
4. It is unethical to advertise in a manner that might deceive or mislead prospective students. It is admissible that free tuition may be given by a teacher, but the advertising of free scholarships or tuition constitutes unfair competition with the teacher who refrains from endeavoring to increase his/her class with such methods.
5. It is unethical to proselytize the pupil of another teacher either by inducements or other acts.
6. It is unethical to exploit as one's own, the results of another teacher's instruction and to claim as a pupil, one having studied less than six consecutive months with the teacher making the claim except where there has been no previous training.

Recommended Procedures

1. It is recommended that tuition be paid in advance.
2. It is further recommended that no tuition deduction be made for missed lessons. Makeup lessons may be given at the teacher's discretion. We further advise that the teacher require a twenty-four hour notice for the student to qualify for a makeup lesson.
3. For the benefit and at the discretion of members, names of pupils who have left a member and have failed to meet their financial obligations may be reported to the association.
4. To keep open communication between teachers when a student seeks to make a change, it is the responsibility of the teacher receiving the transfer student to contact the previous teacher to obtain useful information regarding the student's background, strengths and weaknesses, and financial responsibilities.
5. It is recommended that a teacher support public educational music activities and encourage students to participate in as many activities as possible.
6. It is recommended that teachers participate in as many association activities as possible. This is also a benefit to the student.

Standing Rules

1. It is required that a check request form be completed and sent to the Treasurer for reimbursement of any funds on behalf of Conroe Music Teachers' Association. Any check request form received 90 days after the date of the event will not be paid; the expenses will be absorbed by the event chairman.
2. It is required that any funds submitted to the treasurer to be deposited should be labeled as to what CMTA activity they pertain to per the Deposit Request form found in this yearbook. Each member submitting a Deposit Request form should also keep a copy of this form, along with copies of the checks to be deposited, as backup documentation. All monies and Deposit Request forms MUST be submitted to the treasurer within four weeks after the date of the CMTA event. Any member sending funds in the mail to the association treasurer should also call or notify the treasurer by email to let him/her know that the funds will be arriving soon.
3. No member can make deposits to the CMTA bank account except the treasurer. Only the President can make deposits or issue checks in the absence of the treasurer. The treasurer is NOT responsible for delivering blank checks to event chairmen. If an event chairman needs a blank check (for judges fees, lunch expenses, etc.), it is required that a minimum of one week notice be given to the treasurer.
4. It is required that Conroe Music Teachers' Association pay each ensemble director a stipend to direct an ensemble at the TMTA state convention in June. If the convention is held in the Houston area, CMTA will pay each ensemble director \$150, otherwise, CMTA will pay each ensemble director \$200.
5. It is required that Conroe Music Teachers' Association pay each delegate to the TMTA state convention from CMTA a stipend. If the convention is held in the Houston area, CMTA will pay each delegate \$100; otherwise, CMTA will pay each delegate \$150. Each delegate MUST attend ALL delegate assembly meetings at the convention. CMTA is allowed two delegates as local representation based on a local membership count of less than 50 members.
6. It is required that Conroe Music Teachers' Association pay a portion of the President's expenses to the TMTA state convention. If the convention is held in the Houston area, CMTA will pay \$75; otherwise, CMTA will pay \$125 of the President's convention expenses. This will be applicable to the individual who is President in June of that fiscal year. (The new fiscal year begins on July 1).
7. It is required that Conroe Music Teachers' Association pay a portion of the other seven elected CMTA executive board members' (First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Member-at-Large) and appointed board member (Parliamentarian) expenses to the TMTA state convention. If the convention is held in the Houston area, CMTA will pay each executive board member \$50; otherwise, CMTA will pay each executive board member \$75.
8. It is required that the treasurer issue the aforementioned checks in items #4-7 before the end of the fiscal year, June 30th.
9. It is required that any CMTA member be paid all moneys deserved if he/she performs all of the duties described in items #4-7 above if the CMTA budget is capable of issuing said funds. There is no "cap" on how much a CMTA teacher will be paid for duties performed at the TMTA state convention. Ensemble directors' costumes and additional travel/hotel expenses for the TMTA convention will not be reimbursed in addition to the stipends listed above.
10. It is required that any teacher who owes a financial debt to CMTA will not be allowed to enter any students in any CMTA event until that debt is cleared with the treasurer. This procedure is retroactive to the founding of CMTA, May 1992.

Strict adherence to the Code of Ethics, Recommended Procedures, and Required Procedures should provide a more unified association and promote higher standards in the teaching profession.