

CONSTITUTION
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION
affiliated with Music Teachers National Association

Amendments to the CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION were adopted in June 2004 with the membership voting by written ballot during State Conference.

ARTICLE I - NAME

The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY

Section 1.

It shall be the policy of this organization to cooperate with all worthy musical organizations and, in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2.

This Association is not organized for profit and no part of the net earnings of the Association shall ever inure to the benefit of any private member or individual. The Association may use its funds to pay speakers, judges, performers and clinicians for professional services, regardless of membership status. In the event of the dissolution of the Association, any funds remaining in the treasury, after the payment of any outstanding debts, shall be contributed to the Music Teachers National Association Foundation.

ARTICLE III - PURPOSE

Section 1.

The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2.

It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP

Section 1.

Membership classifications in the Association are: Active, Student, Honorary Life, Patron, and Business.

Section 2.

Membership privileges and dues are prescribed by the bylaws of the Association.

Section 3.

Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the bylaws.

ARTICLE V - ELECTIVE OFFICERS

Section 1.

The elective officers of ASMTA are: President, First Vice-President-President Elect, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, and Treasurer.

Section 2.

The method of nomination and election, term, and the authority and duties of each officer are defined in the bylaws of the Association.

Section 3.

No person is qualified to be elected as an officer of this organization unless he/she is a member in good standing.

ARTICLE VI - BOARD OF DIRECTORS

Section 1.

MEMBERSHIP includes the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, Immediate Past President, Local Association Presidents, Arizona Study Program Chair, Certification Chair, College Faculty Chair, Honors Recital Chair, and Technology Chair. People filling administrative positions may be invited by the President or any Vice-President to attend Board meetings ex-officio, without vote, for informational purposes.

Section 2.

VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the next un-expired term is held at the next State Conference membership business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3.

The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day-to-day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and Bylaws. It also has the power to determine the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4.

The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5.

The Board of Directors meets annually at the State Conference, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting members of the Board.

Section 6.

A simple majority of the total membership of the voting members of the Board of Directors, of which at least five must be State elective officers, constitutes a quorum of the Board of Directors.

Section 7.

Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

Section 8.

Any member in good standing with a concern about the operation of the ASMTA organization may contact the President and request in writing to have his/her concern put on the next Board of Directors meeting agenda and be permitted to speak at the meeting to present his/her concerns to the Board of Directors.

ARTICLE VII - MEMBERSHIP BUSINESS MEETING

Section 1.

Membership Business meeting of the Association is held each year as a part of the annual State Conference.

Section 2.

A majority of the registered members at the annual State Conference constitutes a quorum of the general membership.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1.

A group of three or more teachers may form a Local Association by fulfilling the requirements of the Bylaws for the purpose of local meetings, recitals, etc., which are more convenient to them and their students.

Section 2.

Student Chapters, Pre-College and/or College, may be formed by members of ASMTA by fulfilling the requirements of the Bylaws.

ARTICLE IX - ADMINISTRATION POSITIONS

Archivist, Arts Awareness and Advocacy Chair, IMTF Chair, MTNA Foundation Chair, Membership Chair, MusiGram and Directory staffs, and Public Relations Chair.

ARTICLE X - AMENDMENTS

This constitution may be amended upon the recommendation of the Board of Directors at the annual Membership business meeting by two-thirds vote of the Active Membership present and voting, or, by mail ballot by a two-thirds vote of Active members voting within the prescribed time limit for returning ballots. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.

BYLAWS

of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION
affiliated with Music Teachers National Association

Amendments to the BYLAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION were adopted by the ASMTA Board of Directors at the Board Meeting in Phoenix, Arizona, October 1, 2005.

ARTICLE I – MEMBERSHIP

Section 1.

ACTIVE MEMBERSHIP is open to all individuals professionally engaged in any field of musical activity. Such membership provides the privileges of participation in the activities of the Association, attendance at meetings upon the payment of registration fee, holding office, voting, and receiving a subscription to the *American Music Teacher*. MTNA strongly encourages its members to adopt the Code of Ethics as their personal model of professional conduct.

Section 2.

STUDENT MEMBERSHIP shall be open to all full-time college students currently involved in music study, who are also members of an affiliated association. 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 into MTNA competitions.

Section 3.

HONORARY LIFE MEMBERSHIP is conferred by the Board of Directors upon individuals who have given distinguished service to the ASMTA or to the art of music. Honorary Life members pay no state dues and ASMTA will pay their national dues. Honorary Life members qualifying for Active Membership have the rights and privileges of such membership.

Section 4.

PATRON MEMBERSHIP is open to all persons not professionally engaged in any field of musical activity, but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the *American Music Teacher*, but does not include the right to vote or hold office.

Section 5.

BUSINESS MEMBERSHIP is open to any individual, organization, institution, or business firm for one year which contributes \$500.00 or more to current funds or for special projects. National dues will be paid by ASMTA. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the *American Music Teacher*, but does not include the right to vote, hold office, or enter students in auditions and recitals.

Section 6.

No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of ASMTA. Any accusations that a member of ASMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of ASMTA, who shall immediately report the accusations to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President shall immediately terminate the membership and the certification 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 II - MEMBERSHIP YEAR

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.

ARTICLE III - DUES

Annual dues, Local Association, State, and National, shall be due and payable by July 1 of each year. Members who have not paid the dues for the current fiscal year are not entitled to the privileges of membership. The Board of Directors shall determine the amount of the State dues for all membership categories over and above the National Membership dues, which are determined by the Music Teachers National Association. Each Local Association may assess its members by a vote of the Local Association Board.

ARTICLE IV – STATE CONFERENCE

The official State Conference of the ASMTA shall be held annually. The time and place shall be determined by the Board of Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1.

The First Vice-President, Second Vice-President, Fourth Vice-President, Secretary, and Treasurer shall be elected in odd years at the annual Membership Business meeting at the annual State Conference. The Third Vice-President shall be elected each year at the annual Membership Business meeting at the annual State Conference.

Section 2.

Voting for vacant elective officer positions will take place at the Annual Membership Business meeting at the State Conference. The slate of officers on the ballot will have been recommended by the Nominating Committee. Nominations from the floor will be allowed, providing the nominee is eligible for election and has consented to be a candidate. Final vote shall take place on written numbered ballots.

Section 3.

A majority vote of those present, qualified to vote and voting at the Annual Membership Business meeting shall constitute an election. Should there be but one nominee for each office, the Secretary may be instructed to cast the ballot for the nominee(s).

ARTICLE VI - TERMS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1.

The Board of Directors of ASMTA shall be: President, First Vice-President - President Elect, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, Immediate Past President, Local Association Presidents, Arizona Study Program Chair, Certification Chair, College Faculty Chair, Honors Recital Chair, and Technology Chair.

Section 2.

The First Vice-President, Second Vice-President, Fourth Vice-President and Recording Secretary are elected for a two- year term. The Third Vice-President is elected for a one-year term. The term of office for each of the above elected officers commences at the beginning of the fiscal year, July 1. The term of office for the Treasurer shall be the same as the fiscal year, beginning on July 1 following the annual session of the Association in odd-numbered years. The President of a Local Association is elected for a term determined by the Constitution and Bylaws of the respective Local Association. The appointed chairs shall have renewable three-year terms. The automatic offices of President and Immediate Past-President shall have two-year terms. The term of office of these automatic officers commences at the beginning of the fiscal year, July 1.

Section 3.

The President presides at the Annual Membership Business meeting of the Association, calls and presides at meetings of the Board of Directors, receives recommendations for appointments from vice-presidents and chairs, appoints all chairs and ad hoc committees with approval of the Board of Directors, shall be ex-officio member of all committees except the Nominating Committee and

performs all other duties implied by the title. The President shall place a copy of the minutes of business meetings and all other reports in the President's Minute Book. The President shall send copies of an agenda to all Board members in advance of Board meetings.

Section 4.

The First Vice-President assumes all duties of the President in the absence of that officer. The First Vice-President fosters the concerns of the Local Associations and coordinates the work of the IMTF Chair and the Arts Awareness and Advocacy Chair. The First Vice-President is the President-Elect and upon completion of his/her term of office will become the President of the Association. Should the elected First Vice-President be unable to assume the office of President, the President will be elected, for that term only, in the same manner as that of other elective officers.

Section 5.

The Second Vice-President shall coordinate the duties and activities of all MTNA auditions at the state level, other state level competitions or festivals, the MTNA Foundation and Scholarship Fundraising. The Second Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 6.

The Third Vice-President, State Conference, is responsible for all matters pertaining to the State Conference. The Third Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 7.

The Fourth Vice-President, Publications, oversees the work of the MusiGram and Directory Staffs, the Membership, Public Relations and AMEA Community Outreach committees, and the preservation of the ASMTA Archives and publications which may be designated by the Board. He/she also prints and distributes the Constitution and Bylaws annually. The Fourth Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 8.

The Immediate Past-President shall serve as Chair of the Nominating Committee and shall implement the state election procedures exactly as set forth in the Bylaws, Article IV, Section 2 and Article VII, Section 1. The Immediate Past-President also serves as Parliamentarian according to *Robert's Rules of Order - Newly Revised*.

Section 9.

The Recording Secretary keeps the minutes of all business meetings of the Association and of all meetings of the Board of Directors, sends copies of the minutes of the Board of Directors' meetings to the members of the Board within thirty days after the meetings, and sees that those minutes and minutes of the Annual Membership Business meeting of the Association are in legal form and properly preserved in a permanent Secretary's Minute Book. The Secretary shall also send the President a copy of all minutes, which is to be kept in a permanent President's Minute Book. The Secretary shall also carry out such other duties as are assigned by the Board of Directors.

Section 10.

The Treasurer shall receive all monies and shall make all disbursements upon the direction of the Board of Directors and the President. He/she shall deposit all monies in a bank designated by the Board of Directors. The Treasurer is responsible for the maintenance of proper financial records and for the preparation of an annual report to the Board of Directors. An auditor selected by the Board of Directors shall make annual audit at the close of the fiscal year. The Treasurer shall provide an up-to-date accounting of expenditures for the present fiscal year in advance of the spring meeting to the Board of Directors to enable the Board of Directors to prepare and approve the annual budget at the spring Board meeting. The Treasurer shall be responsible for all receipts and disbursements, upon the direction of the Board of Directors and the President. The President may be authorized to make disbursements in the absence of the Treasurer.

Section 11.

The Local Association Presidents shall plan and supervise all local meetings, projects and business. All monies from such meetings, projects and businesses shall be deposited in a local bank account and be disbursed by the Local Association President and the Local Association Board of Directors. Local Association Presidents shall serve as members of the nominating committee for the duration of their term in office.

Section 12.

COMMITTEE CHAIRS - All State Chairmen are appointed by the President with the approval of the Board of Directors. All State Chairmen appoint their committee members with recommendations from the current local chairmen and local presidents. All State Chairmen report committee decisions to the ASMTA Board of Directors for approval.

- A. Arizona Study Program Chair - Candidates eligible for appointment must have served on the committee for a previous three-year period before being appointed Chair. The Chair shall plan and supervise the ASP committee meetings and assume any other duties deemed necessary to the program.
- B. Certification Chair - Candidates eligible for appointment must be nationally certified. The Chair shall set the location, dates, and times for the certification examination and proficiency examinations, and act as monitor for these examinations.
- C. College Faculty Chair - The Chair will develop and facilitate communication with the Collegiate Chapter Advisors, as well as address organizational and professional concerns of the collegiate chapters. The Chair will also facilitate recruitment and chapter involvement and assist in developing educational, musical, social, and professional experiences in and between the collegiate chapters in the state.
- D. Honors Recital Chair - Candidates eligible for appointment must either have served on the Committee for at least one previous year or be knowledgeable of the Honors Recital process and competition before being appointed Chair. The Chair shall plan and supervise the Honors Recital Committee meetings, coordinate the Honors Recital Evaluations and Auditions, appoint an Honors Recital Fund Raising Chair as necessary, and assume any other duties deemed necessary to the program.
- E. Technology Chair - The Chair shall communicate and coordinate information pertaining to computers, digital keyboards, midi sequencers, and any new MTNA technology-related programs and competitions. The Chair shall also coordinate technology sessions held at the State Conference.

ARTICLE VII - COMMITTEES

Section 1.

The Nominating Committee shall consist of the Immediate Past-President acting as Chair of the Committee and the Local Association Presidents. This committee shall meet immediately following the fall board meeting to select a slate of officers for the upcoming vacant elective officer positions. The Chair shall report the selected slate of officers to the MusiGram editor for publication in the State Conference issue.

Section 2.

APPOINTED COMMITTEES - Each committee is responsible for assisting the state chair, continuing the successful operations of its program, and making recommendations for changes and improvements as are deemed necessary.

- A. Arizona Study Program - Committee members should be Nationally Certified. They shall serve renewable three-year terms. The committee shall consist of the Chair, a Secretary, Assistant Treasurer, one Study Program chair from each Local Association, and other members as needed. The Assistant Treasurer shall receive all monies relating to the Arizona Study Program, shall maintain proper financial records, deposit monies in the Arizona Study Program bank account and prepare quarterly reports for the Treasurer. These financial records shall be part of the annual audit.
- B. Certification - Committee members should be Nationally Certified or actively working towards certification. They shall publicize, encourage and mentor candidates for certification.
- C. College Faculty - Committee members represent college faculty and student chapters.
- D. Honors Recital - Committee members shall consist of the Chair, one Honors Recital chair from each local association, the past state chair, a fund raising consultant, and other members as needed.
- E. Technology - Committee members shall act as technology resource persons for local associations.

ARTICLE VIII – LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1.

A group of three or more teachers may petition the Board of Directors for affiliation as a Local Association by providing the First Vice-President with evidence that the following requirements have been fulfilled:

- A. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA.
- B. That its fiscal and membership year coincide with that of ASMTA and MTNA.
- C. That two copies of the Local Association governing document(s) (e.g., Constitution, Bylaws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 2.

Upon finding that a Local Association has fulfilled the requirements of Section 1 of this Article, the First Vice-President shall notify the President that approval is recommended and shall request that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 3.

Any group of students may petition the Board of Directors for affiliation as a Student Chapter by providing the First Vice-President with evidence that the following requirements have been fulfilled:

- A. That it has a sponsor or advisor who is an active member of ASMTA and MTNA.
- B. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA.
- C. That its fiscal and membership year coincide with that of ASMTA and MTNA.
- D. That two copies of the Student Chapters governing document(s) (e.g., Constitution, Bylaws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 4.

Upon finding that a Student Chapter has fulfilled the requirements of Section 3 of this Article, the First Vice-President shall notify the President that approval is recommended and shall request that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 5.

In referring to its affiliation, each Local Association or Student Chapter shall use the phrases "Affiliated with the Arizona State Music Teachers Association" and the "Music Teachers National Association".

Section 6.

Annual renewal of a Local Association or Student Chapter shall be made without reconsideration by the Board of Directors provided:

- A. That the affiliate has not formally notified the President that it wishes to discontinue affiliation.
- B. That all provisions of Section 1 of this Article for Local Associations or Section 3 of the Article for Student Chapters continue to be fulfilled.
- C. That all changes in the Constitution and bylaws of the affiliated Local Association or Student Chapter have been filed with the First Vice-President and that they are harmonious with the Constitution and bylaws of ASMTA and MTNA.
- D. That the annual report of the First Vice-President states that the administration of the program of activities has continued to meet the original requirements.

Section 7.

The Board of Directors may suspend or terminate any affiliate at any time for justifiable cause.

ARTICLE IX - AMENDMENTS

The bylaws may be amended by the Board of Directors at any of the Board meetings by a majority vote of the members present and voting, the proposed amendments having been submitted by mail to the Board Membership at least one week before the prescribed deadline for voting.

ARTICLE X - MAIL AND ELECTRONIC VOTING

Action taken by unanimous written consent of all the voting members of the Board of Directors via mail, or electronic transmissions shall be a valid action of the board. Such action of the Board shall be reserved for emergencies and shall be preserved and reported in the official minutes.