



MICHIGAN MUSIC TEACHERS ASSOCIATION

Affiliated with the Music Teachers National Association
Founded in 1885

BYLAWS as of Fall, 2023

ARTICLE I - NAME

The name of this organization shall be Michigan Music Teachers Association, hereinafter designated as "MMTA", affiliated with Music Teachers National Association (MTNA). Both entities are registered as a Code Section 501(c3) organization.

ARTICLE II - OBJECT

The object of MMTA shall be to promote and encourage the understanding, appreciation, and study of the art of music; to elevate artistic standards of teachers of music and to promote a close professional fraternity.

ARTICLE III – AFFILIATION

Section 1. Any City, Town or District music teachers association may become and remain affiliated with MMTA by fulfilling the requirements of membership as stated in the MMTA Bylaws.

Section 2. The Executive Committee may suspend or terminate any affiliated association at any time for justifiable cause as outlined in the MMTA Bylaws, subject to ratification of this action by the MMTA Board of Directors.

Section 3. Any City, Town or District music teachers association may petition the Executive Committee for affiliation in MMTA by providing evidence that the following requirements have been fulfilled:

- a. That two (2) copies of the local association governing document(s) (e.g. Bylaws, Articles of Incorporation) have been filed with the secretary and that they are consistent with those of MMTA.
- b. That its fiscal and membership year coincide with that of MMTA.

Section 4. Upon determining that a petitioning local association has fulfilled the requirements of Section 3 of this article, MMTA shall approve the petition.

Section 5. In referring to its affiliation, each local association shall use the phrase "Affiliated with the Michigan Music Teachers Association and the Music Teachers National Association." This specified phrase shall be included in the Bylaws of all affiliated local associations.

Section 6. If a local music teachers association has affiliated with MMTA as a local association, it guarantees on the basis of submitted membership rosters that one hundred percent (100%) of its members who meet the requirements of MTNA Active Membership, and one hundred percent (100%) of its Student Members, who meet the requirements of MTNA Student Membership, are members in good standing of MMTA.

Section 7. Annual renewal of a local association shall be made without reconsideration by MMTA provided:

- a. That the affiliate has not formally notified MMTA that it wishes to discontinue affiliation.
- b. That all changes in the Bylaws of the affiliated local association have been filed with MMTA, that they are consistent with the Bylaws of MMTA, and have been approved by MMTA.
- c. That all provisions of Sections 3 and 6 of this Article continued to be fulfilled.

Section 8. Collegiate Student associations may be formed through sponsorship by an individual, college, university, or local affiliated group. Each Collegiate Student chapter must have an advisor who is an active member of MMTA/MTNA.

ARTICLE IV – MEMBERSHIP

Section 1. The membership shall consist of six (6) classes: Active, Senior, Honorary Life, Non-resident, Associate (Corporate/Institution/Patron) and Collegiate Student.

Section 2. An Active member shall be one who is actively engaged in the teaching of music in the State of Michigan and who has paid membership dues for the fiscal year in progress. Each active member shall be equally privileged with all other active members in voice and vote, the right to hold office, and the right to participate in all MMTA activities.

Section 3. A Senior member shall be one who has attained 70 years of age. Senior members have the same rights and privileges as an Active Member and shall pay a reduced membership fee.

Section 4. An Honorary Life member shall be one upon whom this honor has been conferred by MMTA for distinguished service in the cause of music. Honorary Life members shall be entitled to all the rights and privileges of Active membership but have none of the obligation of membership except for the payment of MTNA and Local Association dues as required by those organizations.

Section 5. A Non-resident member shall be one not resident in the State of Michigan. One who holds such membership may attend programs of MMTA upon payment of registration fees and shall receive a subscription to the "Michigan Music Teacher" but does not have the right to vote, to hold office, to enter nonresident students in Association programs, or to apply for certification.

Section 6. An Associate member (Corporate/Institution/Patron) shall be one not professionally engaged in teaching but who wishes to support the programs of MMTA. One who holds such membership may attend programs of MMTA upon payment of registration fees and shall receive a subscription to the "Michigan Music Teacher" but does not have the right to vote, to hold office, to enter students in MMTA programs, or to apply for certification.

Section 7. Collegiate Student membership to MTNA and MMTA shall be open to all college students currently involved in music study. Collegiate Student members shall be entitled to attend programs of MMTA upon payment of registration fees, to receive the official publications of MMTA, and to enter students in MMTA sponsored activities, to hold office, to apply for national certification, and to enter students in MTNA competitions.

Section 8. Annual dues for all classes of MMTA membership shall be recommended by the Board of Directors and approved by majority vote of MMTA at its Annual Meeting.

Section 9. Membership in MMTA is a privilege and not a right. Termination of membership for non-payment of dues is automatic and not subject to the procedures stated herein. Other than for non-payment of dues, the Board of Directors, by a two-thirds vote, may terminate a membership if the Board determines that termination is in the best interest of MMTA. The Board of Directors 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 been provided an opportunity to present information to the Board of Directors on his or her behalf. If membership is terminated, the individual may appeal for reconsideration of that decision to the Board of Directors. The Board of Directors 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.

Section 10. MMTA encourages its members to adopt the MTNA Code of Ethics as their personal model of professional conduct.

ARTICLE V - FISCAL YEAR

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

ARTICLE VI - MEMBERSHIP YEAR

Section 1. The membership year for all membership categories except that of student membership shall coincide with the fiscal year. The student membership year shall be October 1 to September 30.

Section 2. Annual dues for all categories of the membership shall be due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. The officers of the Michigan Music Teachers Association, who may be referred to as the Executive Committee, shall be the President, Vice President, Secretary, Treasurer and Immediate Past President. These officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by MMTA. The Parliamentarian shall attend all meetings of the Executive Committee, but without vote.

Section 2. Officers shall service the organization only as volunteers. In the event a member has another occupation the services of which the organization needs, appropriate remuneration is permissible for that member.

Section 3. Election of officers shall be conducted at the Annual State Conference of each even-numbered year. The election shall be by ballot unless there is only one candidate for an office, in which case election may be by *viva voce* unless any two members shall request election by ballot. The normal term of office for all officers shall be one two (2) year term or until a successor is elected. The term of office shall begin at the close of the Annual Meeting at which the election takes place. The Vice President shall previously have served a minimum of two (2) years on the Board of Directors and at the end of the term as Vice President shall succeed to the office of President. An incumbent President or Vice President may not be elected to serve an additional consecutive term in the same office. The President shall remain on the Executive Committee as Immediate Past President for the term of office of the Successor. Other officers may be elected to the same office for more than one consecutive term. A

vacancy in any office, except that of the President, shall be filled by the President in consultation with the Executive Committee and shall be subject to the approval of the MMTA Board. A Vice President appointed in this manner shall serve until the next Annual Meeting at which time an election shall be held to fill the office.

Section 4. After two (2) consecutive unexcused absences from regular or special meetings of the Board of Directors, or upon a director ceasing to be an MMTA member in good standing, it shall be at the discretion of the Board to declare the office vacant.

Section 5. The Executive Committee shall have general supervision of the affairs of MMTA between meetings of the Board of Directors, shall be responsible for the strategic planning of MMTA, and shall be responsible for general financial management including the preparation of an annual budget. Upon approval by the Board of Directors, the proposed budget shall be published in the next issue of the "Michigan Music Teacher" and shall be voted on by the general membership at the Annual State Conference.

Section 6. The Executive Committee shall meet prior to each regular Board meeting to review all receipts, disbursements and strategic proposals for presentation to the Board of Directors. Special meetings of the Executive Committee may be called at the request of any three (3) members of the Executive Committee. Three (3) members of the Executive Committee shall constitute a quorum.

Section 7. Upon the request of three (3) members of the Executive Committee, an item of business may be conducted by mail or electronic transmission. Such action of the Executive Committee shall be valid, preserved and recorded in the official minutes.

Section 8. The President shall preside at all meetings of MMTA, maintain general supervision of its interests, and with the approval of the Executive Committee, appoint board members and committee chairpersons to fill existing vacancies. The President shall be a member of the Executive Committee and a member ex-officio of all standing and special committees, with the exception of the Nominating Committee.

Section 9. The Vice President shall assist the President and in the absence of the President, shall perform the duties of that office. The Vice President shall be the Conference chairperson with the power to appoint a committee to assist, and shall be responsible for all activities related to the Annual State Conference. Should the office of President become vacant for any reason before the term has expired, the Vice President shall immediately succeed to the office of President for the remainder of the unexpired term. Should the Vice President be unable to assume the Presidency, the Board of Directors shall appoint a President pro tem. The Vice President shall, at the end of the term of office as Vice President, succeed to the office of President.

Section 10. The Secretary shall keep all Minutes of the Executive Committee, the Board of Directors and the Annual Business Meeting at the State Conference and shall duplicate and distribute copies of these Minutes to the members of the Board of Directors within five (5) weeks following each Board meeting. The Secretary shall be in charge of official business communications generated by the Executive Committee and the Board of Directors.

Section 11. The Treasurer and authorized committee shall keep an itemized account of all moneys, funds, and properties of MMTA; shall deposit all moneys in each bank or banks designated by the Board of Directors; shall present an itemized statement of the financial affairs of the Association at

each meeting of the Board of Directors; shall pay all routine bills; shall submit all records including receipts, disbursements, warrants and vouchers for the fiscal year July 1 to June 30 at least 30 days before each Annual State Conference to an independent auditing committee made up of three MMTA members appointed by the Board; shall sign, in the name of the Association, all contracts authorized by the Board of Directors and when necessary shall affix the corporate seal of the Association thereto.

Section 12. The Immediate Past President shall chair the Nominating Committee and the Bylaws Committee, and shall be a member of the Executive Committee.

Section 13. A Nominating Committee shall be elected by the Board of Directors not less than six months prior to the Annual State Conference of each year and shall include three (3) members-at-large of the Association, none of whom shall be candidates for an office in the election and each of whom shall reside in a different area of the state. The Nominating Committee shall nominate a candidate for each office and shall report that slate of nominees to the Board of Directors at the summer meeting. Additions to the slate may be made from the floor at the Annual Meeting. The report of the Nominating Committee shall be printed in the "Michigan Music Teacher" in the issue prior to the Annual State Conference.

ARTICLE VIII – ANNUAL MEETING

Section 1. The Annual Meeting shall be the Annual State Conference held each fall at a time and place determined by the Board of Directors, notice of which shall be published in the summer issue of the "Michigan Music Teacher". The proposed budget will be presented at the Annual State Conference. Special meetings of the general membership may be called by the President upon request of a majority of the members of the Board of Directors with the business to be transacted stated in the call for the meeting. Written or printed notice of all special membership meetings shall be mailed to each member not less than **thirty (30)** days prior to the meeting.

Section 2. Members present in good standing shall constitute a quorum at any meeting of MMTA.

ARTICLE IX - BOARD OF DIRECTORS

Section 1. Voting members of the Board of Directors shall be the President, Vice President, Secretary, Treasurer, Immediate Past President, Local Association Chair, SAT Coordinator, Piano Handbook Chair, Collegiate Student Chapters Chair, Technology Chair, MMT Editor, Membership Chair, Teacher Education Chair, SAT Auditions Chair, Certification Chair and MTNA Competitions Chair. The Parliamentarian shall attend all Board meetings as well as the Executive Committee meetings, but without vote. Eight (8) members of the Board of Directors shall constitute a quorum at any meeting of the Board.

Section 2. The Officers of MMTA shall be the Officers of the Board of Directors, also known as the Executive Committee.

Section 3. The Board of Directors shall have general supervision of the interests of MMTA between regular meetings of MMTA, shall appoint Standing and Special Committee chairpersons upon the recommendation of the President, and shall provide a suitable corporate seal to be used by the Treasurer.

Section 4. The Board of Directors shall hold three meetings per year, one of which shall take place at the time of the State Conference. The other two meetings may be held virtually or live at the times and locations set by the Directors. Special meetings may be called at the request of any five (5) voting members of the Board of Directors. Regular Board meetings shall be open to the general membership.

Section 5. The general duties of all Directors shall be to attend all regular and special meetings of the Board of Directors and the Annual State Conference to maintain a current job description, to submit a written report to the Secretary at each meeting of the Board relative to the activities of the preceding period, and to submit a written annual report at the summer Board meeting for presentation to the MMTA membership at the Annual State Conference.

Section 6. Board members, with the exception of the Executive Committee, shall serve for three-year terms and may be reappointed for not more than two additional terms. Board members, with the exception of the Immediate Past President and the Treasurer as described in Article VII, Section 3, may not serve for more than nine consecutive years.

ARTICLE X – COMMITTEES

Section 1. Chairpersons of Standing and special Committees, the Editor of the *MMT*, the Parliamentarian and the Historian, shall be appointed by the President and approved by the Executive Committee. The normal term of office for Standing Committee chairpersons, unless otherwise stipulated in the committee's section, shall be three (3) year terms with reappointment for no more than two additional consecutive terms in any one position.

Section 2. A Nominating Committee shall be elected by the Board of Directors not less than six months prior to the Annual State Conference of each year and shall include three (3) members-at-large of the Association, none of whom shall be candidates for an office in the election and each of whom shall reside in a different area of the state. The Nominating Committee shall nominate a candidate for each office and shall report that slate of nominees to the Board of Directors at the summer meeting. Additions to the slate may be made from the floor at the Annual Meeting. The report of the Nominating Committee shall be printed in the "Michigan Music Teacher" in the issue prior to the Annual State Conference.

Section 3. The Board of Directors may authorize the appointment by the President of such additional standing committees as represents the well-defined and continuing interests of MMTA's membership.

Section 4. Special committees may be appointed by the President as needed.

Section 5. Meetings of the Standing and Special Committees are subject to the call of their respective chairpersons.

Section 6. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 7. The Membership Committee shall keep an accurate record of the membership in all its classes and shall be responsible for publishing the online directory.

Section 8. The Local Associations Council consists of a Chairperson and the president of each local association. The duties of this council shall be to promote and direct the interests of local associations as they relate to the National) State and other Local Associations.

Section 9. The Certification Committee shall be responsible for matters related to National certification of teachers.

Section 10. The Collegiate Student Chapters Committee shall act as a liaison between the Collegiate Student chapters and the Board of Directors.

Section 11. The Teacher Education Committee shall be responsible for continuing education for MMTA members.

Section 12. The Independent Music Teachers Forum Committee shall be responsible for seeking out the concerns of the independent music teacher and shall maintain programs to bring about solutions.

Section 13. The Student Achievement Testing Coordinator shall integrate the activities of the following (but not limited to) Committees:

- Piano Handbook/Testing Committee
- Student Achievement Testing Auditions Committee
- Strings Handbook/Testing Committee
- Voice Handbook/Testing Committee
- Woodwinds Handbook/Testing Committee
- Organ Testing Committee
- Student Achievement Testing Awards Committee

Section 14. The MTNA Competitions Coordinator shall integrate the activities of the following Committees:

- MTNA Junior High School Performance Competitions
- MTNA High School Performance Competitions
- MTNA Collegiate Artist Performance Competitions
- MTNA Composition Competition
- MTNA Commissioned Composer

Section 15. Standing Committees for MMTA activities shall be:

- MTNA Concerto Competition

Section 16. The MMTA Technology Committee shall consist of The Web Chair and appointed member support staff. The Committee shall provide information to the membership through traditional and contemporary forms of communication.

Section 17. The Editor shall be responsible for the publication of the *Michigan Music Teacher*.

Section 18. The MMTA Arts Communications Committee shall be responsible for all forms of communications to promote MMTA.

Section 19. The College Faculty Committee shall act as a liaison between MTNA and MMTA and college faculties.

Section 20. The MTNA Foundation Committee shall manage the development of funds for the MTNA Foundation.

Section 21. The Bylaws Committee shall be responsible for the drafting, presentation and distribution of all bylaws. The Bylaws Committee shall be chaired by the Immediate past President and shall include the Parliamentarian and at least one other member. This Committee shall keep on file a running record of all amendments to the Bylaws. Current copies of the Bylaws shall be distributed to all members of the Board of Directors and to the President of each local association following each biennial election.

Section 22. The Parliamentarian shall be, in descending order of preference, a Professional Registered Parliamentarian, a member of a parliamentary association, or a member who is perceived as being knowledgeable in parliamentary procedure. The Parliamentarian shall attend all meetings of MMTA, the Board of Directors and the Executive Committee as a non-voting member, shall provide parliamentary advice to officers and members of the Board between meetings, and shall serve as a member of the Bylaws Committee.

Section 23. The Historian shall assemble all materials of interest concerning MMTA and shall maintain a record of MMTA's activities.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of MMTA or any special rules of order that MMTA may adopt.

ARTICLE XII - AMENDMENTS

Section 1. Upon recommendation of the Board of Directors, these Bylaws may be amended at the Annual State Conference by a two-thirds vote of the Active members present. Written notice of the proposed amendment(s) must be submitted to the membership of MMTA at least thirty (30) days in advance of the business meeting.

Section 2. The MMTA Bylaws are distributed via electronic transmission annually. They are also available on the MMTA website. A written hard copy shall be available on request.

ARTICLE XIII - DISSOLUTION

Section 1. MMTA is not organized for profit and no part of its net earnings inures to the benefit of any private individual.

Section 2. In the event of the dissolution of the Organization, any funds remaining in the treasury after the payment of any outstanding debts shall be turned over to the Music Teachers National Association, EIN 311619186.