



CCMTA BYLAWS

Amended March 2009

ARTICLE I - MEMBERSHIP

Section 1. Active Membership

Active membership shall be open to persons actively engaged in teaching music in Clark County upon application and payment of requisite fees. Active members must be members in good standing of both MTNA and WSM TA. Active membership conveys the privileges of participation in all Association activities, the right to attend meetings and programs, to vote, hold office, and to enter students in Association programs.

Section 2. Associate Membership

Associate membership shall be open to any person who is engaged in music activity other than the applied field who wishes to support the programs of the Association and who pays state and local dues. Associate members may not vote, hold office, or enter students in Association programs.

Section 4. Student Membership

Student membership is open to any serious student of music from eleventh grade to a maximum of twenty-five years of age. Each student member must be studying with a certified member of either the Washington or Oregon Music Teachers Associations. Student members may enter students in CCMTA and WSM TA programs. Student members may not enter students in MTNA competitions, vote or hold office. Student members must hold membership in CCMTA and WSM TA.

Section 5. Emeritus Membership

Emeritus membership may be recommended by the Executive Board and approved by the membership by majority vote in recognition of professional stature, service to the Association and contributions to its purposes. Emeritus members shall have all privileges accorded an Active member. Emeritus members shall pay MTNA dues only. WSM TA dues shall be paid by this Association and CCMTA dues waived. An appropriate scroll shall be presented to the recipient.

Section 6. Affiliate Membership

Affiliate membership shall be open to any individual or organization who wishes to support the programs of the Association and who makes a contribution to CCMTA. Affiliate members are not engaged in teaching. Affiliate members shall not have the right to vote or hold office or enter students in Association programs.

Section 7. Transfer Membership

Teachers transferring from another MTNA Chapter shall submit application to the Executive Board for review and approval.

Section 8. Senior Membership

Senior membership is available to Active members in good standing and who have attained the age of seventy (70) years. Senior Membership conveys all rights and privileges of Active Membership. Senior members shall be assessed 75% of the regular MTNA and WSMTA dues and discounted CCMTA dues which shall be determined by the Executive Board.

Section 9. Membership Duties

Members are expected to attend monthly meetings. Notification of absence should be given as a courtesy to meeting hosts. Absence from more than half of the regular meetings may be cause for dismissal from the Association. Active members are strongly encouraged to enter students in Association programs.

ARTICLE II - DUES

Section 1. Dues shall be set by the Executive Board annually and voted on by the membership at the February meeting. In special cases, dues of a member may be reduced or excused by the Executive Board.

Section 2. Teachers joining CCMTA shall be assessed dues for membership in MTNA, WSMTA, and CCMTA. Dues are delinquent sixty days beyond the renewal date (July 1) after which time members are not in good standing or entitled to any of the privileges of membership until dues are paid for the current membership year.

Section 3. Any first-time member joining CCMTA on or after January 1 shall be assessed one-half of the current amount of MTNA, WSMTA, and CCMTA dues. Dues of new members joining after May 1 shall be applied to the following membership year.

Section 4. The membership year shall commence on July 1 and end on June 30 of the following year.

ARTICLE III - MEETINGS

Section 1. One business meeting of this Association shall be held each month of the year except June, July, August, and December unless altered by the Executive Board and voted on by the membership.

Section 2. A quorum for the transaction of business shall consist of those members present at a duly called meeting of the Association. A simple majority vote of the quorum shall decide all matters except amending the Constitution and/or Bylaws.

Section 3. A quorum for the transaction of business of the Executive Board shall consist of three members, one of whom must be either the President or First Vice President.

Section 4. Meetings shall be held on the third Tuesday of the month unless otherwise altered by the Executive Board with the approval of the membership.

ARTICLE IV - DUTIES

Section 1. The President

- a. The President shall preside at business meetings of the Association, call and preside at meetings of the Executive Board and perform other duties implied by this title.
- b. The President shall appoint all committee chairpersons and members after securing their acceptance of the position.
- c. At the expiration of each term, the President shall hand over the gavel and all other properties to the succeeding President.

Section 2. The First Vice President

- a. The First Vice President shall preside at meetings of the Association and the Executive Board when the President is absent.
- b. The First Vice President shall secure programs and workshops for the calendar year, working with the Executive Board.
- c. There shall be at least one workshop per year. Workshops shall pay for themselves from the fee charged to those who attend. Advanced payment is needed to ensure that costs will be covered.

Section 3. The Second Vice President

- a. The Second Vice President shall work to publicize the programs and activities of the Association in every possible way. An assistant may be appointed by the Second Vice President to help with this responsibility.
- b. The Second Vice President shall seek out prospective new members and acquaint them with the programs and activities in an effort to increase the active membership of the Association.

Section 4. The Recording Secretary

- a. The Secretary shall keep the minutes of the meetings of the Association and the Executive Board, and provide copies of the meeting minutes to the President and the membership. The Secretary will keep an up-to-date roster of the membership and take a record of attendance at each meeting.
- b. The Secretary shall attend to all correspondence of the Association.
- c. The Secretary shall annually file with the WSM TA Executive Manager the names and addresses of this Association's officers.
- d. All Secretarial properties and records shall be given to the succeeding Secretary.

Section 5. The Treasurer

- a. The Treasurer shall receive and disburse all Association funds. Money can be paid out only at the order of the Executive Board.
- b. The Treasurer shall present a proposed budget to the Executive Committee in March for the following year.
- c. All funds, records, and accounts kept by the Treasurer shall be given to the succeeding Treasurer.
- d. The new Treasurer shall notify MTNA of the new Treasurer's mailing address.
- e. The Treasurer shall report immediately upon receipt from MTNA the names for which dues have been paid and any changes of mailing to the President, Membership Chair, and the Secretary.

Section 6. The Immediate Past President

The Immediate Past President shall serve as an advisor to the President and may chair the Bylaws Committee.

ARTICLE V - COMMITTEES

Section 1. A Nominating Committee consisting of three members shall be appointed by the President in February to nominate officers for the coming year.

Section 2. An Auditing Committee may be appointed by the President to examine the accounts of the Association at the end of each fiscal year.

Section 3. There shall be a **Young Performers Recital Chairperson** appointed by the President to organize the recitals.

Section 4. An Adjudications Committee shall be appointed by the President to plan and take charge of the annual State Adjudications. The committee is empowered to secure an appropriate adjudicator(s) and collect adjudication fees in advance.

Section 5. A Historian shall be appointed by the President to keep a scrapbook of each year's activities, programs, and publicity that has appeared concerning the Association.

Section 6. A **Newsletter/Website Chairperson** shall be appointed by the President to oversee the chapter website and monthly email newsletter. The website shall take the place of the annual written yearbook. The Website Chairperson shall download and distribute copies of the website home page and member information to the WSM TA President, District VP, and WSM TA Executive Manager.

Section 7. Each committee chair shall maintain a file of necessary procedures, guidelines and suggestions that can be handed to a new chairperson when needed. A current copy of the procedures shall be given to the President. It is the duty of each new committee chairperson to confer with the immediate past chairperson of the respective office to learn the proper procedure for the office in question.

ARTICLE VI - ELECTIONS

The nominating committee shall present a slate of candidates to the membership at the March meeting.

Election of officers shall be held at the April meeting. The nominating committee shall install the newly elected officers at the May meeting, and they will assume their duties at the adjournment of that meeting. Each officer shall serve one term of two consecutive years only, with the exception of the Treasurer. The treasurer may be re-elected to serve more than one term consecutively. (amended May 2008)

ARTICLE VII - FINANCE

No indebtedness shall be incurred or created by any officer, committee person or member of the Association that shall bind or obligate the Association without the knowledge and approval of the majority of the Executive Board. No member shall receive any fee for services to the Association.

ARTICLE VIII - ETHICS

The Code of Ethics of the Washington State Music Teachers Association shall be the recognized general code for the Association. A two-thirds vote of the members present and voting at a special meeting called for that purpose shall be sufficient to expel a member for unfair conduct towards other members or obstruction of the general interests of the harmony of the Association. Censure short of expulsion may be issued for the same reasons. Any member expelled or censured will be sent a letter, from the Executive Board, stating that fact and the reasons for the action.

ARTICLE IX - ORDER OF BUSINESS

Unless otherwise altered by the Executive Board, the order of business at Association and Executive Board meetings shall be: 1) roll call of the members, 2) the reading of the minutes of the previous meeting, 3) reports of officers and committees, 4) old business, 5) new business. The Parliamentary guide for this Association shall be "Robert's Rules of Order."

ARTICLE X - AMENDMENT OF BYLAWS

Section 1. All proposed amendments to the Bylaws shall be presented in writing to the membership via mail or electronic mail or at a regular business meeting or a special meeting called for that purpose. All voting members of the Association shall be notified at least two weeks in advance of any such special meeting.

Section 2. These Bylaws, upon recommendation by the Executive Board, may be amended by two-thirds vote of the members present and voting at the next regular business meeting provided that the proposed amendment(s) is submitted in writing to the membership at least 30 days in advance of that meeting.

CCMTA CONSTITUTION

Revised: May 2006

ARTICLE I - NAME

The name of this organization shall be Clark County Music Teachers Association referred to as CCMTA affiliated with the Washington State Music Teachers Association (WSMTA) and with Music Teachers National Association, Inc. (MTNA).

ARTICLE II - OBJECT

Section 1. The objects of this organization shall be:

- a. Promotion of professional fraternity among music teachers.
- b. Maintenance of a high standard of ethics.
- c. Mutual improvement by the interchange of ideas.
- d. Elevation of the standards of scholarship among music teachers.
- e. Furtherance of musical culture in every way.
- f. National and State certification of every private music teacher.

Section 2. Activities of the Association are aimed at the promotion of the art of music and the advancement of musical knowledge by providing educational opportunities, which further the appreciation of music throughout Clark County.

Section 3. Clark County Music Teachers Association is not organized for profit and no part of the net earnings shall inure to the benefit of any private individual.

Section 4. 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 a non-profit organization which qualifies under Section 501 (c) (3) of the Internal Revenue Service.

ARTICLE III - MEMBERSHIP

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of the Association.

Section 2. Membership dues shall be prescribed in the Bylaws of the Association.

Section 3. All members of the Association eligible for Active or Student membership in CCMTA must hold membership in WSMTA and in MTNA.

ARTICLE IV - OFFICERS

Section 1. Officers of this Association shall be a President, First Vice President, Second Vice President, Secretary, and Treasurer and Immediate Past President. The manner of election and the duties of each officer shall be defined in the Bylaws.

Section 2. The officers of the Association, together with the retiring President, shall constitute the Executive Board.

ARTICLE V - AMENDMENTS

Section 1. All proposed amendments to the Bylaws shall be presented in writing to the membership via mail or electronic mail or at a regular business meeting or a special meeting called for that purpose. All voting members of the Association shall be notified at least two weeks in advance of any such special meeting.

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