

**(MODEL BYLAWS)**

**NAME OF ASSOCIATION  
BYLAWS**

*(If local association is a 501-c3 organization under the Internal Revenue Service Code, follow Article I and II below)*

**ARTICLE I--NAME**

The name of this organization shall be the (name) Local Association, referred to as \_\_\_\_\_MTA affiliated with (state)MTA and with Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501 (c) (3) organization.

**ARTICLE II—PURPOSE**

**Section 1.** The purpose of the Association is the advancement of musical knowledge and education. Activities of the Association are aimed at the promotion of the art of music and the advancement of musical educational activities and the appreciation of music among the people of the community.

**Section 2.** No part of the net earnings of the organization shall inure to the benefit of any individual. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

**Section 3.** 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 the Music Teachers National Association or another nonprofit organization which qualifies under Section 501 ©(3) of the Internal Revenue Code.

*(If local association is not a 501-c3 organization, then follow Article I and II below)*

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## **ARTICLE III—MEMBERSHIP**

### **Section 1. Membership Classifications**

The following membership classes are open to those who meet the respective qualifications and pay the annual dues provided for the respective classification pursuant to Section 2 hereof. All members of this Association (except patrons) shall hold membership in the (state) Music Teachers Association and the MTNA.

**A. Active membership** is open to all persons professionally engaged in any field of musical activity who are members of an affiliated state association and MTNA. Such membership provides the privileges of voting, holding office, and participating in the activities of the Association.

**B. Retired membership** is available to Active members in good standing who have attained the age of 75 who have been active members for a minimum of twenty (20) successive years, subject to the membership regulations of the affiliated state association and MTNA. Retired members are entitled to discounted dues and may vote, but cannot hold elective office at division or national levels or enter students in events in MTNA competitions as a Retired Member.

**C. Collegiate membership** is open to any student of music subject to membership regulations of the affiliated state association and MTNA. Students members may attend all meetings of the Association, but do not have the right to vote or hold office.

(Associations may want to have special membership categories that only apply to the local association such as Patron Membership)

**D. Patron membership** (some organizations prefer to use a different designation for this type of membership category) shall be individuals, organizations, institutions, or business firms wishing to support the association and its activities. They shall not have the right to vote, hold office, or enter students in activities. Dues are paid to the local association.

### **Section 2. Annual Dues**

- a. Annual dues for all categories of membership will be established by the Board of Directors. The Board of Directors shall establish the annual Dues amount and publish the dues information in the next official publication.
- b. Dues are delinquent September 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. Membership Year**

- a. The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30.

## **ARTICLE IV OFFICERS**

### **Section 1. Officers and Duties**

The officers of the Association shall be: President, President-Elect, Vice President, Secretary, and Treasurer. (or such officers necessary for the effective operation of the Association).

- A. The **President** shall preside at all meetings of the Association, and the Board of Directors, shall appoint all standing and special committees with the approval of the Board of Directors, and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. He or she shall serve as an ex officio member of all committees except the Nominating Committee.
- B. The **President-elect** shall assume all duties of the President in the absence of that officer and shall perform such other duties as may be designated by the President and/or Board of Directors or prescribed by the parliamentary authority of the association.
- C. The **Vice President** shall preside in the absence of the President and President-elect, and shall coordinate such activities and perform such duties as may be designated by the President and/or Board of Directors or prescribed by the parliamentary authority of the association.
- D. The **Secretary** shall keep the minutes of all meetings of the Association and the Board of Directors, and shall perform such other duties as may be assigned by the President or prescribed by the parliamentary authority of the association.
- E. The **Treasurer** shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, shall prepare an annual budget, and shall present reports to the Association as requested and shall perform such other duties as may be designated by the President or prescribed by the parliamentary authority of the association.

## **Section 2. Term of Office**

Each officer shall be elected for a (one or two) year term of office and shall serve until his or her successor assumes office. The term of office shall begin at the end of the last meeting within the fiscal year, and end upon the installation of the next officer. No member shall be eligible to serve more than two consecutive terms in the same office, except the office of treasurer.

## **ARTICLE V ELECTION OF OFFICERS**

### **Section 1. Nominating Committee**

A nominating Committee of three members shall be (elected by the members or Board of Directors, or appointed by the president) at the last meeting of each fiscal year to serve for the ensuing year. The nominating committee shall announce a slate of one candidate for each office at the meeting preceding the annual meeting. Before the election of officers at the annual meeting, additional nominations from the floor shall be permitted.

### **Section 2. Election**

Officers shall be elected by ballot, except in the event of only one nominee for an office in which case the presiding officer may declare the nominee elected by acclamation.

### **Section 3. Vacancy**

A vacancy in any office, except that of President, shall be filled for the unexpired term by presidential appointment and approval by the Board of Directors.

A President-elect, appointed in this manner, cannot assume the office of President unless elected to the office in the same manner as the other officers.

### **Section 4. Removal of Officer**

Any officer shall cease to hold office upon termination of membership, or may be removed from office by two-thirds vote of the members present and voting at a regularly scheduled meeting. Such action may be taken when it appears evident that an officer has been or is unable to serve or is otherwise unqualified.

## **ARTICLE VI—BOARD OF DIRECTORS**

### **Section 1. Government**

The officers of the Association and the Immediate Past President shall constitute the Board of Directors of the Association. (*Committee chairs may be added.*)

### **Section 2. Duties**

The Board of Directors, within the limits of the Bylaws, shall have general supervision of the affairs of the association between its business meetings, fix the hour and place of meetings, make recommendations to the association, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the association, and none of its acts shall conflict with action taken by the association.

### **Section 3. Meetings**

- a. Meetings of the Board of Directors shall be held as needed, or at the request of a majority of the Board.
- b. Minutes of the Board of Directors meeting shall be read at the next regular meeting of the Association.
- c. Action taken by unanimous written consent of the Board of Directors members via mail, or electronic transmission, shall be a valid action of the Board. Such actions of the Board shall be preserved and reported in the minutes.

## **ARTICLE VII—COMMITTEES**

### **Section 1. Standing Committees**

Standing Committees shall be appointed by the President with the approval of the Board of Directors and/or members to facilitate and accomplish the work of the association. (*Committees such as Finance and Program Committees are standing committees and should be described in the Bylaws.*)

### **Section 2. Other Committees**

Other committees, such as task forces or special committees, may be appointed by the President with the approval of the Board of Directors and/or members to facilitate and accomplish the work of the association.

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

## **ARTICLE VIII—MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the association will be held at such time and place as are decided upon by the Board of Directors of the Association, but they shall be guided by the wishes of the membership.

### **Section 2. Annual Meetings**

Annual meeting of the association will be held at the regular meeting designated as the annual meeting by the Board of Directors. The election of officers, annual reports of officers and committees, and any other business that may arise will take place at this meeting.

### **Section 2. Special Meetings**

Special meetings may be called by the President or by the Board of Directors or upon the written request of one quarter of the members. The purpose of the meeting shall be stated in the call.

### **Section 3. Quorum**

One quarter of the members shall constitute a quorum for the transaction of business.

## **ARTICLE IX—PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the association may adopt, or a higher level rule, i.e. the state or national association.

## **ARTICLE X—AMENDMENT OF BYLAWS**

**Section 1.** These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**Section 2.** All amendments must be consistent with Article II of the Bylaws and a copy of same must be sent to the MTNA National Office.

***NOTE: Other provisions consistent with the State and National Association Bylaws may be added as needed.***