

**Texas Music Teachers Association and  
Texas Music Teachers Educational Foundation**

**Policies and Procedures**

**Compiled and adopted 2003, revised through August 2020**

**Any change in *TMTA Policies and Procedures* must be documented by motion and date.**

**AFFILIATION**

1. To organize a local association, the group follows the Steps for Establishing an MTNA-affiliated Local Association as outlined on [www.mtna.org](http://www.mtna.org) and completes the MTNA online Local Association Application. After MTNA reviews the application, MTNA notifies the TMTA Immediate Past President. (August 2019)
2. After the application is approved by the TMTA Officers, the Immediate Past President shall present it to the TMTA Executive Board for action at the next meeting or by email vote. If the new association is approved by the TMTA Executive Board, the Immediate Past President notifies MTNA. MTNA sends a New Local Association Welcome Letter and New Local Association Certificate to the new association. The TMTA Immediate Past President shall present a certificate from TMTA to the president or a designated member of the local association at the next annual TMTA Convention. (June 2016)
3. Student participation may begin as soon as the new association's application is approved by the TMTA Executive Board. (June 2007)

**ASCAP**

Royalty fees are paid for all TMTA performances by MTNA. A PDF copy of the Convention program book will be sent to the MTNA Executive Director following the Convention. (August 2011)

**AWARDS**

1. Teacher Recognition is given in three categories: TMTA Teacher of the Year Award, TMTA Outstanding Pre-Collegiate Teaching Award, and TMTA Outstanding Collegiate Teaching Award. An engraved plaque is presented to each recipient at the annual state Convention along with a stipend of \$600 for professional enrichment. (August 2014)
2. A member may receive only one TMTA Teacher Recognition award in his/her lifetime.
3. TMTA members may be nominated for a Teacher Recognition award in only one category each year. (August 2012)

4. Local associations may submit only one teacher nomination for a Teacher Recognition award per category. (August 2012)
5. All nominating materials for Teacher Recognition candidates must be submitted as an email attachment, in a Word document, 12-point Times New Roman font, single spaced, one-inch margins, using the questions on the online form. (August 2010)
6. Only information included on the actual form for Teacher Recognition honors will be emailed to voting members. No additional materials will be accepted. (August 2010)
7. The TMTA Board of Directors and the Student Affiliate Coordinators are sent nominating materials and may vote in all three categories. (January 2005). *If a TMTA Officer, TMTA Board Member, or TMTA Student Affiliate Committee member is nominated for a Teacher Award, he should abstain from voting for the category in which he has been nominated.* (August 2020)
8. A professional enrichment grant for up to \$2,000 is available through the TMTA trustees if investment funds are deemed adequate by the TMTA Trustees. The grant may be divided among candidates. Applicants must follow guidelines as determined by the TMTA Trustees using the form on the TMTA website. Any current voting member of the TMTA Board is NOT eligible for the award. (August 2014)
9. Members who attain 50 years of membership are recognized by MTNA at the annual conference. TMTA will recognize Texas members who have achieved that milestone at the TMTA annual Convention. Honorees will receive complimentary Convention registration. (August 2006)
10. A local association will be awarded the distinction of Best of State Award for excellence and participation. A \$200 donation will be sent to the Elizabeth Morris Memorial Fund in honor of that association. (June 2003)
11. After receiving the Best of State Award, an association may not apply for the award again until after a period of five years. (August 2010)
12. Chairs, Coordinators, Officers, and Board should use the TMTA suppliers for plaques, ribbons, certificates and medals. Contact the TMTA Office for information. (August 2010)
13. Best of State Convention badge ribbons will be presented to the members of the current Best of State Association.
14. A \$250 award and a certificate will be given to the TMTA Collegiate Chapter of the Year at the TMTA Convention. (August 2018)

15. *The TMTA Lifetime Service Award will be awarded to TMTA Members who have continuously served TMTA throughout their lifetime. The TMTA Officers will nominate an individual to be honored and the TMTA Board will vote to approve at the August Board Meeting. The recipient will be recognized at the next convention and receive a pin and complimentary registration. (June 2020)*

## **CERTIFICATION**

1. Certification status will be listed for all certified members in all printed materials and on the TMTA Website. (August 2019)
2. TMTA gives \$100 annually to the local association or collegiate chapter with the most new NCTMs. (June 2018)
3. An annual drawing reimburses one new NCTM for the first performance area of the MTNA Certification Application Fee. (June 2015)

## **CODE OF ETHICS**

1. The MTNA Code of Ethics is adopted as the TMTA Code of Ethics. Adherence to the Code of Ethics is not a condition of membership. (June 2013)
2. TMTA has adopted a Conflict of Interest Policy, Record Retention Policy, and a Whistleblower Protection Policy. All TMTA Executive Board Members and Staff must sign the Conflict of Interest Policy *annually*. (August 2020)

## **CONTRIBUTIONS**

1. Contributions are made each year from TMTA to:
  - a. MTNA: \$750 per nominee directed toward the Texas MTNA Foundation Fellows. (June 2018)
  - b. TMTEF General Trust Fund: \$1 per member.
  - c. Jo Ann Dunn Fargason Memorial Fund: \$250 in memory of deceased members. (June 2008)
  - d. Elizabeth Morris Memorial Fund: \$250 in memory of deceased members. (June 2008)
  - e. Elizabeth Morris Memorial Fund: \$200 in honor of Best of State Recipient. (August 2010)
  - f. A contribution of .50 per Student Affiliate member from the SA dues will be made to the Ruth Pitts Student Travel Fund and a .50 contribution per SA member from the dues will go to the Elizabeth Morris Memorial Fund. (June 2009)
2. All donations made in honor or in memory of an individual will only be listed at the end of the donors list. (August 2015)

## CONVENTION

1. All non-exhibitor teachers attending the Convention shall pay the teacher registration fees as set by the Board. (August 2007)
2. The cost of the TMTA Convention for teachers is \$110 for early registration and \$140 for late registration. Single-day registration is \$65. (June 2019)
3. Collegiate students attend the TMTA Convention for free. They need to show college ID. (June 2016)
4. Adult guest and non-participating students shall pay the following TMTA Convention Fees:
  - Adult Guests (Non-Teacher) Early Registration - \$10
  - Adult Guests (Non-Teacher) Late Registration - \$15
  - Non-Participating Students (6+) and Senior Guests (65+) - \$6(June 2019)
5. Student fees are included within the activity fee.
6. Session presenters who are not members of TMTA are entitled to complimentary TMTA Convention registration.
7. When individuals are hired to assist with the Performance and Ensemble programs, they will be paid \$75 for a morning shift and \$75 for an afternoon shift. Hired individuals will be responsible for all expenses. (June 2016)
8. TMTA will waive registration for the following TMTA Convention to one member attending for the first time. The recipient will be selected through a drawing from names of all first-time attendees and will be announced at the last general session. (August 2019)
9. Donations may be designated for TMTA Convention activities. Those gifts will be listed in the *TMTA Convention Program Book* as: Platinum Patron \$1000+, Gold Patron \$500+, Silver Patron \$200+, Bronze Patron \$100+, Sustaining Patron \$50+, Patron \$25+, Contributor \$1+. (September 2013)
10. Site visits to potential TMTA Convention locations are arranged by the TMTA President. Optimum planning is five years in advance.
11. TMTA pays salaried office staff the government standard per diem for each city. (June 2016).
12. A complimentary TMTA Convention Registration shall be given to the commissioned composer performing, the commissioned composer being announced for the following year, and the keynote speaker, along with one guest each. (June 2019)

## **DELEGATE ASSEMBLY**

1. Local associations may appoint delegates to the TMTA Convention Delegate Assembly according to their membership totals as defined by the TMTA Bylaws. They may appoint as many alternates as allowed delegates. (August 2010)
2. MTNA/TMTA Collegiate Student Chapters may have one voting delegate per chapter at the TMTA Delegate Assembly and may present reports. (August 2006)

## **DUES**

1. Current active membership dues are \$50 per year. (August 2019)
2. Membership dues are structured to correlate with MTNA dues regarding senior members and recent college graduates. (August 2019)
3. Members in good standing who have attained the age of seventy (70) years will be assessed 75% of the regular amount of state dues required for the active membership classification.
4. Teachers who are not members of TMTA may enter students in all TMTA events for a total fee of \$150 per year. Student registration fees will be doubled per event. Student Affiliate registration is not required. MTNA events are separate. (August 2014)

## **ELECTIONS**

1. Ballots will be posted online from April 15 to June 1. Mail-in ballots may be requested from the TMTA Office and must be received in the TMTA Office by June 1. New officers and directors will be announced by email to the membership by June 5. (August 2019)
2. Eligibility of voters will be verified by the TMTA Office Manager. If a member submits more than one vote, only the first vote will be counted. (September 2013)
3. Printed ballots will have a line for printed name and signature. Online ballots will include a line for the printed name and MTNA membership number. (August 2011)
4. In even-numbered years the ballot shall list candidates for President-Elect, Vice President for Student Activities and Vice President for Business Activities. There will be a line for a write-in candidate for each office. Each year the ballot shall also list four nominees for Director and shall have two lines for write-in candidates for Director, with members voting for two Directors. All candidates will be elected by a plurality. (2007)
5. Resumes of nominees for elected positions are limited to 250 words. (August 2008)

6. The Nominations and Elections Committee shall abide by the procedures as outlined in the job description. (August 2010)
7. If no eligible candidates are suggested, or if the recommended number of nominees has not been met, the committee has the authority to secure qualified candidates to complete the slate of nominees. (August 2010)

## **EXECUTIVE BOARD, STUDENT AFFILIATE COORDINATORS, CHAIRS, AND TRUSTEES**

1. Chairs are appointed by the President with Board approval and may only serve three years in each position. (August 2019)
2. In even years, the Executive Board shall elect one TMTA Trustee and one TMTEF Trustee to serve a six-year term. During the last two years of their terms, the trustees shall serve as chairs and shall be voting members of the Executive Board.
3. A parliamentarian, appointed by the President, may attend meetings in an advisory capacity.
4. Copies of Executive Board minutes should be sent to all board members, chairs, trustees, past presidents, and the TMTA office. A copy shall be included in the archives and with the audit records for each year.
5. Meetings of the Executive Board will be at the annual TMTA Convention and prior to the new fiscal year. Other meetings may be called if necessary. (June 2013)
6. Each chair will send an annual written report to the President regarding activity, suggestions, and expenses. (August 2010)
7. Procedure records will be maintained and given to the next chair of that position. (August 2010)
8. Members may hold only one voting position at the state level, either TMTA/TMTEF Board or SA Committee. (June 2004)
9. No TMTA member in a leadership position shall use his position or name to promote any company or product outside his own employment. (August 2004)
10. Executive Board members and staff must complete and sign the TMTA Conflict of Interest Policy annually. (August 2020)
11. No individual may serve in a dual capacity if there is a conflict of interest or TMTA Convention responsibility. (August 2006)

12. Any motions from a SA Coordinator or SA Chair should be presented in writing to be previewed by the officers prior to any board meeting. (August 2006)

### **EXHIBITORS**

1. Exhibitors are charged a \$100 penalty for closing their exhibits prior to the close of exhibits.
2. Failure to pay the penalty would forfeit any future exhibit rights.
3. All exhibitors who bank outside the U.S. must pay showcase and exhibit fees with a cashier's check.
4. Exhibitors will receive two complimentary exhibitor Convention registrations per booth. Additional exhibitor badges may be purchased at the fee set by the Board. (August 2010)

### **JO ANN DUNN FARGASON MEMORIAL CONCERT**

1. The Fargason Concert is so named to honor Jo Ann Dunn Fargason, a former TMTA President. The fund was started with contributions given by her daughters and others in her memory.
2. Individuals are encouraged to contribute.
3. Donations, honoraria, and memorial gifts are accepted for the Jo Ann Dunn Fargason Memorial Fund through the TMTA Office.

### **FINANCIAL**

1. Checking account balances are to be kept at the minimum level to avoid bank fees, if feasible. (September 2013)
2. Upon receipt of an insufficient funds notification, the VPBA will notify the association or individual that an additional \$35 will be charged. The original amount and added fee must be paid by money order or cashier's check. Delinquent payments will be turned over to a collection agency after ninety days. (August 2010)
3. \$50,000 must be kept for reserve funds. Reserve funds are to be used for emergency operating expenses. Withdrawal requires recommendation from TMTA Trustees and two-thirds of the board. Normal operating expenses may be taken from operating accounts at Chase Bank and also at Frost National Bank.
4. TMTA/TMTEF requires two signatures on checks over \$10,000 and authorization by two signatories on electronic payments over \$10,000. (September 2017)
5. The ceiling for expenditures by the TMTA Officers is \$1,500.

6. At the end of a fiscal year, the surplus of operating funds will be placed in the TMTA Money Market. (August 2010)
7. A portion (as set by TMTA Trustees) of the market value of the Frost TMTA Accounts is used for TMTA Teacher Recognition Awards *and for Teacher Enrichment Grants*. (August 2020)
8. A portion (as set by TMTEF Trustees) of market value of the various Frost TMTEF Accounts is used for supplemental funding of the MTNA/TMTA State Winners Concert (Jo Ann Dunn Fargason Memorial Fund), ensemble awards (Elizabeth Morris Memorial Fund), MTNA/TMTA winners (Donald Johnson Fund), to provide SA Participation Awards, Whitlock Awards, and the Collegiate Award (TMTEF General Trust Fund). (August 2014)
9. Texas State and Local Sales Tax is not paid on TMTA meals and purchases. Texas State Hotel Occupancy Tax is not paid on hotel rooms. Tax-exempt forms are available from the VPBA. (August 2014)
10. Office staff, officers, directors, and chairs are automatically bonded through TMTA insurance policies.
11. Three bids for items over \$1,000 should be secured. (June 2003)
12. Budgets are prepared by the TMTA Officers, sent to the Executive Board prior to the board meeting, and approved at that meeting.
13. The VPBA will furnish budget information to all officers, board members, coordinators and chairs.
14. TMTA is required to file the IRS Form 990. It is prepared by our auditor and due on the 15th of the fifth month of the fiscal year.
15. Quarterly sales tax for items (i.e. practice tests, manuals, and pins) sold each year is paid to the Texas State Comptroller. (August 2019)
16. Quarterly employment 941 tax reports are prepared and filed by the accounting assistant. (August 2019)
17. Monthly 941 tax deposits are made by the accounting assistant. (August 2019)
18. Surplus monies from the amount budgeted in TMTEF for awards will be added to The Ruth Pitts Student Travel Fund at the end of the fiscal year. (June 2006)
19. An increase in dues shall be considered at least every five years. This would apply to years ending in a zero (0) or five (5). (June 2017)



20. In an emergency situation, the President-Elect will serve as treasurer if the VPBA is unable to serve. (September 2017)
21. After TMTA Convention the VPBA, the President-Elect, and two staff members will meet with the convention hotel to review the bill. (September 2017)
22. The President must approve invoices over \$10,000. (September 2017)

## **JUDGES COMPENSATION**

1. Student Affiliate Standing Rules Section 9 contains information regarding judges.
2. MTNA/TMTA performance judges are paid \$50 per hour with a two-hour minimum plus travel, lodging and meals. (August 2020)
3. Travel shall be paid according to *TMTA Policies and Procedures*.
4. *Student Affiliate Performance Contest judges are paid \$50 per hour with a minimum of two hours judging. As much as possible, judges should be located within driving distance to keep costs down and stay within total budget. Transportation expenses (including parking at the convention rate) may be reimbursed up to \$350 per judge. Side trips or stopovers shall not be included in travel expenses requested for reimbursement.* (August 2020)
5. The TMTA June Leondar Chamber Music/Ensemble Contest judge is paid \$40 per hour and \$100 for travel and expenses. (June 2016)
6. The Chamber Music Clinic clinician is paid \$40 per hour and \$100 for travel and expenses. (June 2016)
7. The All-Star Festivals will be adjudicated by Collegiate Students, preferably TMTA Collegiate Chapter members. Collegiate students judging for All-Star festival will be paid a flat fee of \$30 per recital. All-Star Festival judges judging at least four hours will receive a meal voucher of \$10 and a free TMTA Convention registration. (August 2018)
8. Original Composition judges are paid as follows:
  - a. Solos Grade 1-3 = \$20
  - b. Solos Grade 4 and up = \$25
  - c. Ensembles fewer than 100 measures = \$25
  - d. Ensembles and solos greater than 100 measures = \$30
  - e. Division L = \$30 (June 2016)
9. Meals are provided only for SA Performance Contest judges, contest chair, and coordinator. Limited refreshments will be provided for breaks. No food is provided for monitors and other workers. (August 2009)

10. SA Publication judges will be paid \$8.50 per article critiqued. Video judges will be paid \$7.50 per video. (June 2020)

### **MAILING LISTS**

1. TMTA digital mailing lists are \$250 *and include both physical and email addresses*. (August 2020)
2. TMTA members receive a 50% discount.

### **MEMBERSHIP**

A TMTA teacher's membership privileges apply only to his or her personal students. Membership privileges are non-transferable. (June 2017)

### **MTNA FOUNDATION FELLOWS**

The MTNA Foundation Fellows from TMTA shall be selected by the TMTA Officers and approved by the Executive Board. All contributions should be sent directly to MTNA. (August 2019)

### **OFFICE MANAGEMENT**

1. Office hours are 9 a.m. - 5 p.m. Monday through Friday. The office is closed January 1, one day at Easter, Memorial Day, July 4, Labor Day, Thanksgiving and the day after, and December 24, 25, and 31.
2. The office address should be used for all forms, reports, bills, and contacts.  
PO Box 831730  
Richardson, TX 75083-1730  
Office Manager, Convention Exhibits and Advertising: 512-927-7356  
Database and Convention: 512-927-7355
3. Purchase orders are required for any item over \$200 purchased by office personnel. The President should approve purchase orders prior to purchase.
4. Mailing list sales are to be approved by the President. The TMTA list of members is only sold to other music entities.

### **OFFICERS**

1. The Officers consist of the President, Immediate Past President, President-Elect, Vice President for Business Activities, and Vice President for Student Activities. Every other year a Vice President for Business Activities-Elect will also serve. (August 2014)
2. Meetings are held in conjunction with other MTNA or TMTA activities, if at all possible, and include a summer orientation and officer work session.

3. Officers have the authority to set TMTA Convention dates and places.
4. Officers are given a \$40 per diem for officer business travel. (June 2016)
5. Only the President and the President-Elect should attend the Leadership Summit if held by MTNA. TMTA will pay the remaining half of the lodging that MTNA does not pay for the President and lodging and airfare for the President-Elect. (June 2017)
6. No TMTA Officer should use his position or name to promote any company or product outside his own employment. (August 2004)
7. Two TMTA Executive Board Members may exhibit at the TMEA Convention and solicit exhibitors for the TMTA Convention. (June 2016)

### **PAST PRESIDENTS**

1. The Advisory Council of Past Presidents lends guidance to the TMTA Officers and Board of Directors. They should offer additional help with fundraising and grant applications.
2. At least three members of the ACPP should review any pending TMTA Convention contracts. (June 2018)
3. They meet at the annual TMTA Convention.

### **PUBLICATIONS**

1. All official publications and communications whether printed or electronic shall be proofed and approved by the officers. (June 2013)
2. A minimum of five business days is needed for approval. (June 2013)
3. Mass emails to TMTA members will be reserved for MTNA/TMTA correspondence only. (June 2013)
4. The current edition of the TMTA Handbook will be effective September 1 through August 31. Working copies of the handbook will be available in the summer. A watermark will appear until the final version is posted. Only personnel information and typos will be corrected after September 1. (August 2014)

### **REIMBURSEMENTS**

1. Copies made on home copiers are reimbursed at \$.10/side. (June 2012)
2. Mileage is reimbursed at \$.45 per mile. (June 2012)

3. Reimbursement is made to the officers, directors, and chairs for meal events at the MTNA Conference directly related to their positions. Receipts must be sent to the VPBA. (August 2015)
4. Expenses for any committee that meets outside of the TMTA Convention and the Midwinter Meeting must have prior Officer or Board approval. Approved expenses include travel and lodging. (August 2014)
5. Expenses may be paid for the current TMTA President to attend another state convention once per term of office. (June 2013)
6. A \$100 stipend to be used to attend the Collegiate Conference is paid by TMTA to the Collegiate Chapters Chair when this event is held at a location other than the TMTA Convention. (November 2011)
7. Reimbursement for transportation and lodging for the annual TMTA Convention shall be made to the officers and the office personnel.
8. Reimbursement for transportation and lodging will be provided for all the TMTA Officers to the MTNA Conference for five (5) nights. (June 2019)
9. TMTA shall pay the discounted registration fee for each officer attending the MTNA Conference as a representative of TMTA. (June 2018)
10. TMTA will reimburse the MTNA Foundation Chair for the MTNA Gala ticket if the MTNA Foundation Chair attends the MTNA Gala at the MTNA Conference. (June 2018)
11. A travel allowance of \$500 to the MTNA Conference is provided for the following directors with the understanding that they attend any meeting held at the conference that pertains to the area of responsibility given to that position. (August 2010)
  - a. Certification Director
  - b. MTNA/TMTA Activities Director I
  - c. MTNA/TMTA Activities Director II
  - d. MTNA/TMTA Activities Director III
  - e. MTNA/TMTA Activities Director IV
12. Two \$500 TMTA travel grants are available to Texas collegiate chapter student presidents for attendance at the MTNA National Conference or to student chapter members selected as presenters for the MTNA Collegiate Chapters Piano Pedagogy Symposium. (August 2015)
13. Reimbursement for stationery, postage, and other incidental expenses incurred in the performance of their responsibilities shall be made to the officers, chairs, coordinators and committee members.

14. TMTA will not reimburse state sales tax or Texas hotel occupancy tax. Tax-exempt forms are available from the VPBA, website, or TMTA Office.
15. TMTA will provide two nights of lodging at the TMTA Convention hotel for each coordinator on the Student Affiliate Committee to attend both scheduled Student Affiliate meetings during the annual TMTA Convention. Coordinators who do not attend both required meetings must reimburse TMTA. The designated parliamentarian will receive one night of lodging at the TMTA convention hotel when attending both of the Student Affiliate meetings. (June 2016).
16. TMTA will provide two nights of lodging at the TMTA Convention hotel for voting members of the Texas Music Teachers Association and Texas Music Teachers Educational Foundation Board of Directors to attend both scheduled board meetings during the annual Texas Music Teachers Association Convention. TMTA Board members not attending both required meetings must reimburse TMTA. The designated parliamentarian will receive one night of lodging at the TMTA Convention hotel when attending both of the convention board meetings. If the same person serves as parliamentarian for both the SA Committee and the Executive Board, one night for each group will equal two total nights. (June 2016)
17. TMTA will provide one night of lodging for the All-Star Chair and Digital Keyboard Orchestra (DKO) Chair during the TMTA convention. (June 2019)
18. Reimbursement of expenses for Commissioned Composer, including recording, shall be up to \$600.

## **REINSTATEMENT**

Associations requesting reinstatement must submit the following to the Immediate Past President:

- a. Letter requesting affiliation
- b. Verification of qualified membership of two or more music teachers
- c. Names of officers
- d. Any bylaw changes (Bylaws revision 2007)

## **TEXAS MUSIC TEACHER MAGAZINE**

The *Texas Music Teacher* will be published twice a year. (July 2006)

## **TRAVEL**

1. The lowest coach fare (usually through twenty-one days advanced booking) should be secured via the internet or preferred airline. (August 2014).
2. Request for travel reimbursement must be submitted on the appropriate form. Receipts are required and should be attached to the expense form.

3. The VPBA should be notified if airport transportation is required. Shuttle or taxi fees should be approved before reimbursement.
4. Mileage will only be reimbursed at \$.45 per mile up to the lowest airfare. (June 2012)
5. Overnight stays must be approved by the VPBA. TMTA will not pay for incidentals such as room service and telephone charges.
6. Board members' travel expenses are paid to attend board meetings outside of conventions or conferences. Lodging will be paid if it is necessary. Chairs, past presidents, and local association presidents are welcome to attend at their own expense. (August 2015)
7. One meal is provided at the August board meeting and the Mid-Winter Student Affiliate Meeting. (August 2019)

## **TRUSTEES**

1. TMTA Trustees should maintain a list of Friends of TMTA to use for resources for both financial and practical advice.
2. Expenditures from the TMTA General Investment Account are the responsibility of the TMTA Trustees. (August 2014)
3. An individual may be named as a Texas Teaching Fellow with a \$1,000 minimum contribution to the TMTA Investment account. (June 2006)
4. The TMTA Trustees shall determine and award grants from the funds raised through the Texas Teaching Fellow program. A teacher may not nominate nor fund himself for the Texas Teaching Fellow Award. (August 2012)
5. To name a TMTA Distinguished Teacher Award, a local association submits the online application by April 1 accompanied by a contribution to the TMTA Trust Fund of \$500. The honorees will each be presented a plaque engraved with the honoree's name and the words "Texas Distinguished Teacher" at the annual TMTA Convention. (August 2015)
6. Expenditures from the TMTEF General Trust Fund, the Jo Ann Dunn Fargason Memorial Fund, the Donald Johnson Fund, the Elizabeth Morris Memorial Fund, and the Ruth Pitts Student Travel Fund are the responsibility of the TMTEF Trustees. (August 2014)

7. In order to provide a steady flow of income to fund awards, no more than 5.5% of the total portfolio of the various funds in the TMTEF account may be pulled annually. This includes the General Fund, the Jo Ann Dunn Fargason Memorial Fund, the Donald Johnson Fund, the Elizabeth Morris Memorial Fund, and the Ruth Pitts Student Travel Fund. (June 2013)
8. In order to provide a steady flow of income to fund programs, no more than 5.5% of the total portfolio of the various funds in the TMTA Investment Account may be pulled annually. (August 2014)
9. There can be only one past president serving as a TMTEF or TMTEF Head Trustee at one time. (June 2019)

## **WEBSITE**

1. Information, forms, news, and reports are available on the TMTA website ([www.tmta.org](http://www.tmta.org)).
2. Officers, Directors, Chairs, and Coordinators are responsible for providing accurate and current information for the website through the proper chain of communication. (June 2013)
3. Information posted on the website must be approved by the Immediate Past President. (August 2011)
4. A fee of \$100 per membership year is charged for links on the TMTA website. Postings will be online within two weeks of contract and only sold to other music entities. (July 2007)

## **AMENDMENTS**

These policies and procedures may be amended by a majority vote of the Board of Directors.