

# 2018 Standing Rules

## Standing Rules for the Student Affiliate Committee of the Texas Music Teachers Association and Texas Music Teachers Educational Foundation

Adopted June 2000; Updated or Revised as Noted; Revised August 2018

### TMTA STUDENT AFFILIATE COMMITTEE

(Section adopted June 2000. Name changed to "Committee" June 2005.)

1. The Student Affiliate Committee (hereinafter referred to as "the committee") shall include coordinators, assistant-coordinators, chairs, assistants, parliamentarian, and committee members. The Vice President of Student Activities (VPSA) shall serve as chair.
2. The committee shall be responsible for the execution of all duties pertaining to the administration of Texas Music Teachers Association Student Affiliate (TMTA SA).
3. The committee shall adhere to *TMTA Bylaws, Student Affiliate Standing Rules, TMTA/TMTEF Policies and Procedures*, and the current *TMTA Handbook*. (June 2017)
4. All committee members shall be active members of Music Teachers National Association (MTNA) and TMTA with dues current. The TMTA Executive Board shall approve all appointments.
5. The committee year shall be from July 1 to June 30. Duties of each committee member are to be completed during a three-year term.
6. The entire committee shall meet during the TMTA Convention at times set by the VPSA. If necessary, coordinators shall meet during the June Convention at times set by the VPSA. (January 2007)
7. Voting members and the parliamentarian of the TMTA SA Committee shall meet at the Midwinter Meeting in January. (January 2004)
8. The Communications Coordinator records minutes of all TMTA SA Meetings. (January 2001, Revised January 2010)

### COORDINATORS

1. Each coordinator shall preside over a committee and shall have primary responsibility for all aspects of a specific TMTA SA activity.
2. Each coordinator shall send a written report to the VPSA by the deadline for the Midwinter Meeting and TMTA Convention. Each report shall include, as applicable:
  - A. Date and meeting
  - B. Name of activity and coordinator
  - C. Action taken as coordinator:
    - 1) Meetings attended
    - 2) Sessions
    - 3) Recitals
    - 4) Workshops, etc.
  - D. Expenses and total as of report date
  - E. Statistical data, participation count, etc.
  - F. Student activities, judges, etc.

- G. Awards given and winner information. (January 2007)
  - H. Outgoing personnel
  - I. Proposed personnel
  - J. Changes in dates, phones numbers, addresses
  - K. Proposals
3. When applying for student monetary awards, coordinators will submit the following information to the Vice President for Business Activities (VPBA): name of student, address, phone number, email address, teacher's name, association, type of award, and amount of money to be given. (January 2007, Revised June 2016)
  4. Each coordinator shall annually update the *TMTA SA Handbook* and the TMTA website. Changes shall be reported to the VPSA. (June 2004)
  5. Each coordinator shall send announcements and information for the *TMT* and the TMTA website to the VPSA. (June 2004, Revised January 2010)
  6. Each coordinator shall keep an updated Procedure Notebook or computer file to be passed on to new coordinators each year. Records kept shall include pertinent materials such as: (January 2007)
    - A. Job description
    - B. *Standing Rules*
    - C. *TMTA Bylaws and Policies and Procedures* (June 2016)
    - D. Reports and minutes for the past three years
    - E. *TMT* Information and a copy of all articles
    - F. SA Committee and event committee personnel lists (January 2007)
    - G. Calendar of dates, deadlines, and actions taken
    - H. SA Committee and event committee budgets (January 2007)
    - I. Expense reports and records
    - J. SA stationery and communications
    - K. Information, ideas, suggestions, concerns, and any other material pertinent to the position.
  7. The coordinator delegates to the assistant coordinator and provides pertinent information. The assistant coordinator shall carry out the duties of the coordinator if needed. (June 2001)
  8. The assistant coordinator should plan to accept the coordinator's position after the term expires. (June 2004, Revised January 2010)
  9. The outgoing coordinator shall be responsible for *TMTA Handbook* information for the following year.
  10. The outgoing coordinator shall give the incoming coordinator all materials relating to the duties of that area.
  11. The outgoing coordinator shall consult with the incoming coordinator when submitting recommendations to the VPSA for the incoming committee.
  12. The TMTA Office shall confirm membership status of new SA personnel prior to presentation to the board for approval.
  13. Each coordinator shall serve a term no longer than three years. Former coordinators may serve on the same committee in a non-voting capacity after the completion of their term. (June, 2017)
  14. Coordinators shall follow *TMTA Bylaws*, *TMTA Standing Rules*, and *TMTA/TMTEF Policies and Procedures*. (June 2017).
  15. All coordinator communications will be submitted to the VPSA for approval prior to distribution. (June 2013)

## **COMMUNICATION (January 2001)**

1. The Communications Process shall be:
  - A. Local chairs are to contact the coordinator.
  - B. Coordinators shall present proposals or motions to the VPSA.
  - C. The VPSA shall inform coordinators of any concerns that are sent directly to the VPSA.
  - D. Concerns and approved motions shall be presented by the VPSA to the TMTA Officers. (June 2003)
  - E. The TMTA Officers shall screen motions and recommendations presented by the VPSA from the SA Committee. The VPSA shall present the motions to the Executive Board. The Executive Board shall have final authority on motions presented. (June 2003, Revised June 2016)
  - F. The VPSA shall notify the coordinators of actions taken by the board and officers. The coordinators will contact their committee members pertaining to motions that pertain to their activity. (June 2003, Revised June 2016)
2. The SA Committee Process shall be:
  - A. The VPSA shall provide the committee with an agenda including written motions and proposals prior to every meeting. (June 2005)
  - B. Assistant coordinators, chairs, and committee members shall present concerns and recommendations to the Executive Board through the coordinator. (Revised January 2010)
  - C. Committees shall meet as needed to formulate recommendations.
3. The Public Presentation Process shall be:
  - A. *TMTA Handbook* changes, *TMT* articles, and other SA communications shall be sent to the VPSA for approval prior to public presentation.
  - B. The final draft of the *TMTA SA Handbook* shall be emailed to the outgoing and incoming coordinators, officers, and the VPSA for proofing before it is posted on the TMTA website. (January 2003, Revised January 2016)
  - C. Outgoing coordinators shall give incoming coordinators copies of their *TMT* articles for the next issue. Incoming coordinators may submit articles of their own to include additional information. (Revised January 2010)
  - D. Communication to coordinators from teachers or parents shall be returned to the sender with a request to communicate to the local chair first. (Revised January 2016)
4. Electronic and Mail Communication (January 2007)
  - A. The preferred means of communication for the SA Committee is email.
  - B. Emails sent to the complete committee, to the Executive Board, or to local association email distribution lists shall be sent as a "blind carbon copy."
  - C. Conventional mailings are allowed for tests, study materials, and awards.
  - D. Mailing via USPS is to be media mail, first class, or priority mail. Other carriers or any form of express mail must be submitted in advance to the VPSA which will then be submitted to the VPBA for approval. (Revised January 2010)
  - E. Registration for student events will be on the forms posted on the TMTA website. Registration policies for each event will be posted on the TMTA website, or in the *TMTA Handbook*. (June 2003, Revised June 2016)

### **MEETINGS AND EVENTS (June 2000)**

1. Whenever possible, committee members shall be sent information one month prior to meetings. (June 2005, Revised January 2016)
2. The VPSA, SA Coordinators, and parliamentarian attend the Midwinter Meeting. Voting committee members must attend or send a representative from their committee. Assistant coordinators may serve as representatives for coordinators. Transportation and lunch is provided for all attending. (June 2005; Revised January 2010)
3. Committees wishing to meet at times other than the TMTA Convention shall submit a request for approval to the VPSA for officer approval. The assistant coordinator shall keep the minutes of committee action taken. (June 2003)
4. Committee members shall attend the SA Awards Reception and other SA activities at the TMTA Convention. (June 2005)
5. Committee orientation shall be held at the convention; new members who will be joining the committee after convention are encouraged to attend. (June 2005, Revised January 2016)

### **VOTING (June 2000)**

1. The voting process shall be:
  - A. The coordinators shall be the voting members of the committee. A coordinator may designate a proxy member of his committee to vote at meetings. (June 2005)
  - B. Voting members shall canvas their committees and vote accordingly.
  - C. Voting members shall attend Midwinter and TMTA Convention meetings set by the VPSA.
  - D. Procedural, curriculum, or policy changes affecting the general membership shall be approved by the committee, officers, and Executive Board. (June 2005)

### **DEADLINES (January 2001, Revised January 2016)**

1. The VPSA should submit the following by the published or announced deadline:
  - A. All *TMT* articles to the *TMT* editor.
  - B. All information pertaining to the SA Committee Midwinter meeting (arrangements, agenda, proposals, etc.) to the Student Affiliate Coordinators, TMTA President, and parliamentarian.
  - C. All *TMTA Handbook* corrections sent to the TMTA Office Manager.
  - D. All corrections for TMTA SA Forms to the TMTA Webmaster and VPSA. (June 2017)
  - E. All coordinator reports for the June Convention meeting sent to the TMTA President.
2. All TMTA SA Coordinators should submit the following by the published or announced deadline to the VPSA:
  - A. All *TMT* articles
  - B. Proposals and reports for the Midwinter Meeting.
  - C. RSVP to the Midwinter Meeting.
  - D. Corrections for the *TMTA SA Handbook*.
  - E. Corrections to forms on the TMTA Website
  - F. Coordinator's report for the June Convention meeting.
  - G. List of medals and ribbons needed for the following year.

### **AWARDS AND SUPPLIES (June 2001)**

1. All awards shall be approved by the VPSA prior to being purchased or given.
2. TMTA SA may use the following approved sources for awards and supplies:
  - A. Browning Trophies and Crown Trophies for medals, plaques, trophies, etc. (June 2001, June 2013)
  - B. TMTA Office for all other certificates and materials. (June 2001)
  - C. The use of any other supplier must be submitted to the VPSA in order to be approved in advance by the VPBA. (January 2007)

### **BUDGET AND EXPENSES (June 2000)**

1. TMTA is tax exempt. A tax-exempt form shall be obtained from the VPBA for all purchases of materials and services. Taxes paid will not be reimbursed.
2. The TMTA SA Committee shall adhere to the approved Committee Budget. Expenditures above the budgeted amounts shall be cleared with the VPSA and TMTA Officers prior to purchase. (June 2005)
3. Expenses of committee members shall be within approved guidelines and limited to supplies, phone calls, and other items necessary for the committee.
4. Expenses of more than a thousand dollars shall have three bids and be approved by the Officers. (June 2003)
5. Approved TMTA SA expenses shall be reimbursed if proper records and receipts are kept, reported on the expense form, and sent to the VPBA prior to June 30 of the fiscal year.
6. All receipts and reports shall be dated.
7. Copies made on personal equipment shall be reimbursed according to the *TMTA Policies and Procedures*. (June 2013)
8. Expense reports shall be filed prior to June 30 for each fiscal year.
9. Expenses submitted for the previous fiscal year submitted after September 30 will be recorded by the VPBA as a donation to TMTA and will not be reimbursed.
10. Approved travel expenses are to be reimbursed using the current mileage rate.

### **JUDGES (June 2000)**

1. In performance competitions when there are fewer than five entries, only one judge shall be used.
2. Judging Fees shall be paid according to *TMTA Policies and Procedures*. (June 2013)
3. Travel shall be paid according to *TMTA Policies and Procedures*. (August 2018)
4. Meals will be provided by TMTA for judges during the judging day at appropriate intervals.
5. If possible, schedules shall be arranged to avoid overnight lodging for judges. Accommodations should be comfortable, not extravagant. (January 2004, Revised January 2010)
6. Judges shall be used who reside within a reasonable distance of the competition. (January 2004)

### **TRAVEL (June 2000)**

1. Only approved expenses regarding SA shall be reimbursed.
2. Travel and lodging for pre-approved and necessary committee meetings shall be reimbursed, excluding attendance at the TMTA Convention, which is expected of all TMTA SA Coordinators, Assistant Coordinators, and Chairs.

**WEBSITE (June 2003)**

1. The committee shall review and use the TMTA website at [www.tmta.org](http://www.tmta.org). (June 2005)
2. Coordinators shall send information to keep the website current.
3. Information for the website shall first be submitted to the VPSA to present to the officers for approval. (January 2007)

**STANDING RULES (June 2000)**

*TMTA SA Committee Standing Rules* may be amended or rescinded by a two-thirds majority of the votes cast at any SA Committee meeting at which a quorum is present, subject to approval of the TMTA Executive Board. (June 2013)