

Bylaws of the Foothills Music Teachers Association

Approved September 16, 2015

ARTICLE I NAME

The name of this organization shall be the Foothills Music Teachers Association (FMTA) of the Colorado State Music Teachers Association (CSMTA), affiliated with Music Teachers National Association, Inc., (MTNA) Cincinnati, Ohio, a Code Section 501(c)(3) organization. FMTA will be referred to as the "Association" or "FMTA" in the following By-Laws.

ARTICLE II PURPOSE

A. The purpose of this Association shall be:

- a) to provide students of all ages with balanced, comprehensive, and high-quality music instruction and opportunities for non-competitive and competitive performance;
- b) to provide educational programs which stimulate professional growth for teachers; and
- c) to support the objectives of CSMTA and MTNA.

B. No substantial part of the organization's activities shall be attempting to influence legislation or intervening in any political campaign. 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.

ARTICLE III MEMBERSHIP

A. Membership classifications in the Association shall be Active, Senior, Associate, Student, Patron, and Lifetime.

I. Active membership is open to all persons professionally engaged in any field of musical activity. Such membership provides the rights, privileges, benefits, and opportunities of participation in the activities of the Association, holding office, and voting. Those members who have been determined by MTNA to be Senior members shall retain all rights and privileges of Active members, and dues shall be one half of the Active member dues.

II. Associate membership is open to all persons not professionally engaged in any field of musical activity who wish to support the program of the Association. Such membership provides admission to all meetings of the Association, but does not include the right to vote or hold office.

III. Student membership shall be open to all full-time college students currently involved in music study. Student Members shall be entitled to attend programs of the Association upon payment of dues and/or required fees, if any, and to receive the official Association publications, but shall not have the right to vote or hold office. Student Members may enter their students in FMTA-sponsored non-competitive events.

IV. Patron (Business/Institutional) members are those who wish to support the program of the Association.

V. Lifetime membership shall be offered to FMTA members who have retired from teaching but wish to remain on FMTA membership and mailing lists. They will not have the right to vote or hold office and will not pay FMTA dues.

B. All Active, Senior, Associate, and Student members shall be required to hold membership in CSMTA and MTNA and to pay the annual dues required by those Associations.

I. FMTA annual dues are due by July 1 and payable to MTNA.

II. New members joining after January 1 will pay pro-rated dues of one-half the current rates for FMTA, CSMTA, and MTNA. They will be expected to pay full dues by the following July 1.

ARTICLE IV OFFICERS

A. The elected Officers of the Association shall be: President, First Vice-President for Programs, Second Vice-President for Membership, Third Vice-President for Publicity, Secretary, Treasurer.

B. Duties of the Elected Officers

I. The President shall preside at all meetings of the Association, shall call and preside at meetings of the officers, shall appoint all standing committees and all special committees, as needed, with the approval of the Board of Directors, and shall perform such other duties as assigned by the bylaws and Board of Directors and applicable to the office as prescribed by the parliamentary authority adopted by the Association.

The President shall serve as representative for the Association to the CSMTA Advisory Council, attending all meetings of that Council and reporting to FMTA.

FMTA will pay the early registration fee, 100% of travel fees, and 50% of the conference hotel fee, not to exceed \$1500, for the FMTA President to attend the MNTA National Conference.

FMTA will pay the early registration fee for the FMTA President to attend the CSMTA Conference.

II. The First Vice-President for Programs shall assume all duties of the President in the absence of that officer, shall plan all programs, and perform such other duties as may be designated by the President.

III. The Second Vice-President shall be in charge of Membership, Student Placement, and Teacher Enrichment, shall preside in the absence of the President and First Vice-President, and shall perform such other duties as may be designated by the President.

IV. The Third Vice-President shall be in charge of Publicity, shall preside in the absence of the above officers, and shall perform such other duties as may be designated by the President.

V. The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors, shall see that the minutes are in legal form and properly preserved, and shall perform such other duties as may be assigned by the President.

VI. 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 present an official report to the Association at each meeting, and prepare an annual budget for Board of Directors' approval by the August meeting.

ARTICLE V NOMINATIONS AND ELECTIONS

A. A nominating committee of three members shall be appointed by the President in January of each fiscal year to serve for the ensuing year.

B. The Nominating Committee shall present the slate of officers in the March Newsletter, one for each office, for the coming fiscal year.

C. The election of officers shall take place at the April meeting. Additional nominations for each office may be made from the floor. Those members qualified to vote may cast ballots for one person for each office. When there is only one candidate for each office, he or she may be elected, *viva voce*.

D. Newly elected officers will be installed at the May meeting and may serve a two year term of office or until their successors are installed in office. The Treasurer may serve more than two years.

E. In the event that an elected officer must resign during his or her term of office, the President shall appoint a replacement subject to the approval of the Board of Directors. If the President must resign during his or her term of office, the Board of Directors shall appoint a replacement subject to approval by a vote of the membership qualified to vote.

ARTICLE VI MEETINGS

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

B. Seven members, with a minimum of one officer, shall constitute a quorum for the transaction of business.

C. Meetings of the Board of Directors or committees may convene either by teleconference or electronics. When using a teleconference everyone must be able to hear the others simultaneously, and be able to participate during the meeting. If using electronics such as emails, all emails must be sent to all committee members in the same message and all must respond via "Reply All". Any action taken shall be placed in the official minutes at the next meeting.

ARTICLE VII BOARD OF DIRECTORS

The management and government of the Association shall be vested in a Board of Directors, consisting of the elected Officers, Immediate Past President, and Chairs of Standing Committees.

ARTICLE VIII COMMITTEES

A. The Standing Committees of this Association may be Achievement Day, Composition Festival, Recitals, Scholarship, and Sonatina Festival. The President, with the approval of the Board of Directors, will appoint these committees.

B. Other committees, such as task forces or special committees, may be appointed by the President with the approval of the Board of Directors.

ARTICLE IX FINANCE

A. The Fiscal Year shall begin July 1 and end June 30.

B. The President or Secretary may sign checks in the absence of the Treasurer.

C. Financial records shall be presented to the Finance Committee for review by the end of the fiscal year.

D. Officers and committee chairs shall be reimbursed for expenses incurred on behalf of FMTA but shall not receive any compensation for completing their responsibilities.

E. When an Association event makes a profit, one dollar per entry shall be transferred to the Association Scholarship Fund.

F. In the event of the dissolution of this organization, any funds remaining the treasury after the payment of any outstanding debts shall be contributed to the CSMTA Memorial Fund, or to the MTNA Foundation.

ARTICLE X PARLIAMENTARY AUTHORITY

In all its proceedings and deliberations, this Association shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE XI AMENDMENTS

These By-Laws may be amended at any business meeting of the Association by a two-thirds vote of the active members present and voting, the proposed amendment having been submitted to the members at least thirty days prior to the voting.