2015 Proposed Revisions

to the

Constitution and Bylaws of the

Kentucky Music Teachers Association October 2006

to become effective at the 2016 Annual Conference

**Constitution**

**Article** **I** **--** **Name** **and** **Purpose**

Section 1. The name of this organization shall be Kentucky Music Teachers Association, Incorporated.

Section 2. The purpose of the Kentucky Music Teachers Association, hereinafter designated as KMTA or as the Association, is to further music education in the state of Kentucky and to nurture growth and professional development by providing programs that encourage and support teaching, performance, composition, and research.

Section 3. The Association is not organized for profit, with no part of its net earnings inuring to the benefit of any private individual, and its funds are used solely to accomplish its objectives.

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 the Music Teachers National Association, hereinafter designated as MTNA, as long as it is a qualified organization. If MTNA no longer exists, the funds will be contributed to a non-profit organization with similar purposes that qualifies under section 501(c)(3) of the Internal Revenue Service Code.

**Article** **II** **--** **Affiliation**

Section 1. It shall be the policy of the Association to maintain affiliation with the Music Teachers National Association.

Section 2. Any city, town, or area music teacher association within Kentucky may become and remain affiliated with KMTA by fulfilling the requirements of membership as stated in the Constitution and Bylaws.

Section 3. The Association may closely cooperate with other music organizations which serve its purposes as outlined in Article 1, Section 2, through ratification by the KMTA Executive Board.

Section 4. The KMTA Executive Board may suspend or terminate any city, town, or area affiliate at any time for justifiable cause as prescribed in the Bylaws.

**Article** **III** **--** **Membership** **and** **Dues**

Section 1. Membership classifications and privileges are prescribed in the Association Bylaws, Article I.

Section 2. Dues information is prescribed in the Association Bylaws, Article III.

Section 3. Membership in the Association may be terminated by the member or revoked as prescribed in MTNA Bylaws.

**Article** **IV** **--** **Fiscal** **Year**

Section 1. The fiscal year shall begin July 1 and shall end June 30.

Section 2. A budget for each fiscal year shall be formulated and presented to the Executive Board for approval at or before the last regularly scheduled Board meeting immediately preceding July 1.

**Article** **V** **--** **Officers**

Section 1. Officers of the Association shall be President, First Vice-President/President-Elect, Second Vice-President, Immediate Past President, Secretary, and Treasurer. The term of office shall be for two years and shall commence at the end of the annual conference. No officer may succeed him/herself except the Treasurer, who, subject to biennial election, may serve without time limit restriction. The manner of election and duties of each officer shall be defined in the Bylaws.

*Rewrite* *first* *sentence:*

Officers of the Association shall be President, Vice President/President-Elect, Secretary, Treasurer, and Immediate Past President.

*Rewrite* *third* *sentence*:

Except in the case as outlined in Article V, Section II, no officer may succeed him/herself except the Secretary and the Treasurer, who may succeed themselves without time limit restriction, each subject to biennial elections.

Section 2. In the event an office becomes vacant within the term of service, the Executive Board shall have the power to fill the vacancy for the remainder of the term.

*Add second sentence:*

In the event that there are no nominations for an executive board position at the time of the biennial election, the executive board may appoint the officer currently serving to continue in that position.

Section 3. In the event any officer fails to perform said duties as defined in the Bylaws, the officer may be removed from the post by a three-quarter's vote of at least twelve Executive Board members present in regular session.

Section 4. A nominating committee for each biennial term of service consisting of five members shall be appointed by the President no later than the annual meeting preceding the next scheduled election for the purpose of preparing a list of candidates for office.

*Change*: five *to*: three

**Article** **VI** **--** **Executive** **Board**

Section 1. The Executive Board shall consist of the officers, Area Chairpersons, and Presidents of affiliated local associations. The manner of appointment and duties of all members of the Executive Board shall be outlined in the Executive Board Member's Handbook.

*Change*: Presidents *to*: designated representatives

Section 2. The Executive Board shall be empowered to conduct the business of the Association in regularly scheduled and called meetings.

Section 3. Seven members of the Executive Board, including at least two officers, shall constitute a quorum for the transaction of business.

**Article** **VII** **--** **Administrative** **Committee**

Section 1. The Administrative Committee shall consist of the six elected officers: President, First Vice-President/President-Elect, Second Vice-President, Immediate Past President, Secretary, and Treasurer.

*Rewrite:* The Administrative Committee shall consist of the five elected officers: President, Vice President/President-Elect, Secretary, Treasurer, and Immediate Past President.

Section 2. The Administrative Committee shall be empowered to take whatever action may become necessary on behalf of the Association between scheduled meetings of the Executive Board.

Section 3. All actions by the Administrative Committee are subject to review by the Executive Board.

**Article** **VIII** **--** **Annual** **Business** **Meetings**

Section 1. The Annual Conference of this Association shall be held at such time and place as shall be decided upon by the Executive Board, guided by the wishes of the membership.

Section 2. The Annual Business Meeting of the Association shall be held at the same time and place as the conference. Notice of such meetings shall appear in the official Association publication at least thirty days prior to the time appointed.

Section 3. Twelve members of the current membership entitled to vote shall constitute a quorum for the transaction of business.

**Article** **IX** **--** **Amendments**

Section 1. This Constitution may be amended upon the recommendation of the Executive Board by a two-thirds affirmative vote of the current membership entitled to vote and present at the Annual Business Meeting of the Association, provided written notice of the amendments to be considered is sent to each current member thirty days prior to the

date of voting. Notices shall state specifically the changes to be considered.

Section 2. Bylaws may be changed by the same process used for amending the Constitution or by a vote taken by mail, in which case a two-thirds affirmative vote of all members eligible to vote shall be sufficient to approve the Bylaw under consideration. The deadline for the return of a mail vote shall be thirty (30) days after its postmarked date.

*Change* *second* *line*:

by mail *to*: postal or electronic mail *Rewrite* *last* *sentence:*

The deadline for return of votes shall be thirty (30) days after notice.

**Article** **X** **-** **Publication** **of** **Constitution** **and** **Bylaws**

Section 1. The KMTA Constitution and Bylaws shall be published biennially in the Association Journal and shall be published on the KMTA website. Copies shall be made available to members upon request.

*Rewrite* *first* *sentence*:

The KMTA Constitution and Bylaws shall be published on the KMTA website. *Change* *within* *second* *sentence*:

Copies *to*: Printed copies

**Bylaws**

**Article** **I** **--** **Membership**

Section 1. Active Membership shall be open to all individuals professionally engaged in any field of musical activity. Active membership provides the privileges of voting, holding office, and participation in all activities of the Association. Acceptance of membership includes an agreement to abide by the MTNA Code of Ethics.

*Delete*: last sentence

Section 2. Collegiate Membership shall be open to all college students currently involved in music study. Collegiate members shall be entitled to the same privileges as Active members, but shall not have the right to vote, hold office, or enter students in MTNA or Bluegrass competitions as a Collegiate member.

Section 3. Honorary Membership may be conferred by the Executive Board on those who have rendered outstanding service to KMTA or to the art of music. Honorary members shall receive the official Association publication, but shall not have the right to vote or hold office. Honorary members qualifying for Active Membership shall have the rights and privileges of such membership.

Section 4: Emeritus Membership may be conferred by the Executive Board on individuals age 65 or older, retired or semi-retired. The member must have served on the KMTA Executive Board, must have been a KMTA member for at least 15 years, and must have made significant contributions to the betterment of KMTA. The emeritus member shall have state dues and conference registration fees waived, continuing automatic state certification, and be listed in each issue of the Association publication and the program guide for annual conference. The emeritus member shall receive the official Association publication, may vote and hold office. Emeritus members qualifying for Active Membership shall have the rights and privileges of such membership.

Section 5. Patron Membership shall be open to all persons not professionally engaged in any field of musical activity, but who wish to support the programs of the Association. Those holding such membership may attend programs of the Association upon payment of the registration fee and receive the official Association publication but do not have the right to vote, to hold office, to enter students into Association programs, or to apply for certification.

Section 6. Corporate Membership shall be open to those businesses or corporations which have an interest in furthering the mission of KMTA. Corporate members shall receive the official Association publication, but shall not have the right to vote or hold office.

Section 7. Institutional Membership shall be open to those institutions which have an interest in furthering the mission of KMTA. Institutional members shall receive the official Association publication, but shall not have the right to vote, hold office, or enter students into KMTA competitions.

**Article** **II** **--** **Affiliated** **Local** **Associations**

Section 1. Any city, town, or area music teachers association within the state of Kentucky may request affiliation with KMTA provided its purposes are compatible with those defined in the Constitution, Article I, Sections 2-3.

Section 2. Such a request for affiliation must be made in writing and be approved by the Executive Board.

Section 3. In referring to its affiliation, each local association shall use the phrase 'Affiliated with the Kentucky Music Teachers Association'. This specified phrase shall be included in the constitutions of all affiliated local associations.

Section 4.

*Change*:

Local associations affiliated with KMTA must have 100% of their members in good standing with MTNA/KMTA.

MTNA/KMTA *to*: MTNA and KMTA

Section 5. Annual renewal of a local association affiliation shall be made without reconsideration by the Executive Board provided that the affiliate (a) has not formally notified KMTA that it wishes to discontinue affiliation, and (b) that the purposes and objectives of the affiliate remain consistent with KMTA as defined in the Constitution, Article I, Sections 2-3.

Section 6. Local associations whose purposes and objectives no longer remain consistent with KMTA as defined in the Constitution, Article I, Sections 2-3, may be suspended or terminated at any time by the Executive Board by a two-thirds vote.

**Article** **III** **--** **Dues**

Section 1. Annual dues for all categories of membership shall be set by the Executive Board and published in the official Association publication.

Section 2. The membership year for all categories of membership, shall coincide with the fiscal year, July 1 to June 30.

Section 3. Membership fees are due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year.

**Article** **IV** **--** **Duties** **of** **Officers**

Section 1. The President shall be the principal elected officer of the Association. Duties of the office include:

(a) Preside at all business sessions of KMTA,

*Rewrite:* Preside at all business sessions of KMTA, the Executive Board, and the Administrative Committee,

(b) Call and preside at meetings of the Executive Board,

(c) Call and preside at meetings of the Administrative Committee,

*Delete* (b) and (c) [merged into revised (a)]

(d) Appoint Area Chairpersons as needed,

*Reletter* as (b)

(e) Appoint 'ad hoc' committees as necessary, including a Nominating Committee to nominate a slate of officers each biennium,

*Reletter* as (c)

(f) Reserve a place for Board meetings and send reminders to each Board member and President of each affiliated local association,

*Delete* existing (f) and move to Executive Board Members’ Handbook

(g) Attend divisional and national meetings of MTNA,

*Reletter* as (d)

(h) Respond to all official correspondence from MTNA,

*Reletter* as (e) *and* *rewrite*:

Respond to all official correspondence from MTNA, and keep MTNA informed at the divisional and national levels of all changes in KMTA personnel,

(i) Make an annual report to MTNA,

*Delete* here and move to Executive Board Members’ Handbook,

(j) Keep MTNA informed at the divisional and national levels of all *Change*s in KMTA personnel,

*Delete* [merged with modified (e)]

(k) Inform MTNA when the commissioned composer has submitted the commissioned composition and when it is scheduled to be premiered,

*Delete* here and move to Executive Board Members’ Handbook

(l) Send congratulatory letters to every audition winner and his/her teacher,

*Delete* here and move to Executive Board Members’ Handbook

(m) Serve as an 'ex-officio' member of all committees except the Nominating Committee, and,

*Reletter* as (f)

*Rewrite:* Serve as an ‘ex-officio’ member of all committees, and,

(n) Perform other duties implied by this title.

*Reletter* as (g)

*Add* before period: and those in the Executive Board Members’ Handbook.

Section 2. The First Vice-President/President-Elect shall be responsible for the following duties:

*Retitle*: Vice President/President-Elect

(a) Act as President in the absence of the latter,

(b) Perform such other duties as the President and the Executive Board assign, and,

*Delete* last word: and

(c) Be Conference Chairperson

*Rewrite*: Serve as Conference Program Coordinator, and,

***Add*:**

(d) Perform other duties implied by this title and those in the Executive Board Members’ Handbook.

Section 3. The Second Vice-President shall be responsible for the following duties:

(a) Encourage and assist in the organization of local music teachers associations interested in affiliation with KMTA/MTNA when requested to do so by local organizing committees,

(b) Encourage and assist in the organization of student chapters, and,

(c) Act as President in the absence of both the President and the First Vice-President/President-Elect.

***Delete*** ***all*** ***of*** ***Section*** ***3***

Section 4. The Secretary shall be responsible for the following duties:

*Renumber* *as*: Section 3

(a) Record and distribute the minutes of all meetings of KMTA, the Executive Board, and the Administrative Committee no later than one month following each respective meeting.

(b) Publish the minutes of the Annual Business Meeting in the issue of the official Association publication immediately following the annual conference, and,

(c) Assist with the correspondence of the officers, as requested.

*Delete* *all* *of* *existing* *(c)* *and* *Replace* *with:*

Perform other duties implied by this title and those in the Executive Board Members’ Handbook.

Section 5. The Treasurer shall be responsible for the following duties:

*Renumber* *as:* Section 4

(a) Oversee, in cooperation with the President, all financial affairs of the Association,

(b) Be responsible for the deposit of all dues from MTNA, fees, and other income as may be received by the Association,

(c) Disburse the funds of the Association as directed by the President and the Executive Board,

(d) Formulate and present a proposed fiscal year budget to the Executive Board for approval at or before the last regularly scheduled Board meeting preceding July 1 each year,

(e) Keep accurate records of all financial transactions,

(f) Submit all financial records for an audit when directed to do so by the Executive Board, and,

*Delete* last word: and,

(g) The Treasurer may be bonded at the direction of the Executive Board.

*Delete* period at end and *Add*: […Board], and,

***Add*:**

(h) Perform other duties implied by this title and those in the Executive Board Members’ Handbook.

Section 6. The Immediate Past President shall be responsible for the following duties:

*Renumber* *as:* Section 5

(a) Serve as Chair of the Teacher of the Year Committee. Duties include disseminating information about the honor in the Winter and Spring issues of the Association publication, communicating with nominees regarding providing materials for the award, establishing a process for consideration of nominees with other members of the committee, and making the presentation to the Teacher of the Year at the annual conference banquet.

*Rewrite* *first* *sentence*:

Serve as Chair of the Teacher of the Year and Nominating Committees. *Delete* second sentence and move to: Article 7, Section 3

(b) Serve as Chair of the Nominating Committee. The slate of officers is to be presented as a motion at the annual business meeting for a vote from the membership.

*Delete* *all* *and* *replace* *with:*

Perform other duties implied by this title and those in the Executive Board Members’ Handbook.

(c) Serve as grant writer for the Association in consultation/conjunction with the KMTA officers and area chairpersons.

*Delete* *all* *of* *(c)*

**Article** **V** **-** **Area** **Chairpersons**

Section 1. The President shall appoint Area Chairpersons as needed.

*Delete* all of Section 1

Section 2. The term of service for each Area Chairperson shall be for two years commencing at the end of annual conferences in which an election of officers takes place.

*Renumber* as Section 1

Section 3. Area Chairpersons may succeed him/herself without time limit restriction upon the request of the new President.

*Renumber* as Section 2

Section 4. It shall be the responsibility of each Area Chairperson to fulfill the duties of the respective position as outlined in the 'Executive Board Member's Handbook'.

*Renumber* as Section 3

Section 5. Each Area Chairperson shall work in cooperation with the overall purposes and objectives of KMTA in the fulfillment of the respective position.

*Renumber* as Section 4

Section 6. All Area Chairpersons shall take the responsibility of answering associational correspondence in a timely manner.

*Renumber* as Section 5

Section 7. If, in the judgment of the President, an Area Chairperson fails to perform the duties agreed upon with his/her appointment to the position, the chairperson may be removed and replaced by Presidential appointment.

*Renumber* as Section 6

**Article** **VI** **-** **Responsibilities** **of** **the** **Executive** **Board**

Section 1. A joint meeting of the retiring Executive Board and the new Executive Board shall take place during the annual conference in which new officers are elected. This shall be an orientation meeting at which retiring officers and Area Chairpersons brief incoming officers and Area Chairpersons on their duties, the previous biennium, and plans for the new biennium. At this meeting, all new members of the Executive Board receive copies of the Constitution and Bylaws and the Executive Board Member's Handbook. Other meetings of the Executive Board shall be called as needed. The new Executive Board takes office at the conclusion of the annual conference.

Section 2. All members of the Executive Board shall answer associational correspondence and provide copies of pertinent correspondence to the President. Each member shall keep a file of correspondence and records pertaining to his/her position which shall be turned over to the successor at the end of the term of service.

*Add* at end of first sentence: and to the Vice President/President-Elect

Section 3. The President shall send copies of all KMTA correspondence to the First Vice-President/President-Elect. Duplicated copies of incoming correspondence pertaining thereto should be included when relevant. The President shall send similar copies of correspondence to other Executive Board members which pertain to their positions.

*Delete* all of Section 3

**Article** **VII** **--** **Committees**

Section 1. The Conference Program Committee shall be responsible for the content and scheduling of the entire program for the annual conference. The committee shall be chaired by the First Vice-President/President-Elect and shall consist of the Local Conference Chairperson, Audition Chairpersons, Area Chairpersons, and any other individuals appointed by the President.

*Rewrite* *second* *sentence:*

The committee shall be chaired by the Vice President/President-Elect and shall consist of the Local Conference Host, Competitions Chairperson, Area Chairpersons, and any other individuals appointed by the President.

Section 2. The Nominating Committee will prepare a slate of nominees for each of the elective offices for presentation at the annual business meeting. Nominations from the floor will be allowed, provided the nominee is eligible for election and has consented to be a candidate.

*Add* new Section 3:

Section 3. The Teacher of the Year Committee will solicit and prepare nominations for consideration by the Executive Board. Duties include establishing a process for consideration of nominees with other members of the committee, disseminating information about the honor in KMTA publications, communicating with nominees regarding materials for the award, and making the presentation to the Teacher of the Year at the annual conference banquet.

Section 3. The President shall appoint 'ad hoc' committees as deemed beneficial to achieve the goals and objectives of the Association

*Renumber*: Section 4

**Article** **VIII** **--** **Finances** **and** **Legal** **Responsibility**

Section 1. The authority and responsibility for the management of KMTA is vested in the Executive Board. It is expressly understood that neither the Executive Board nor a member thereof, nor any member of KMTA, shall be required to accept any personal financial responsibility for duly authorized bills or obligations or for any litigation which may develop from the authorized activities of the Association carried on in good faith and in pursuit of the objective authorized by the Constitution and the organization's Executive Board.

Section 2. Expenses beyond budgetary allotments must be approved by the Executive Board before they are reimbursed. Expenses must be itemized. In the event of an emergency the President or the Administrative Committee may approve expenditures.

Section 3. Reasonable expenses for a KMTA representative (usually the President) to attend divisional and national MTNA meetings will be paid by the Association. Itemized expense accounts must be presented to the Treasurer.

Section 4. KMTA will contribute funds toward the expenses incurred by state winners whose participation in MTNA divisional and national competitions is required.

**Article** **IX** **--** **Parliamentary** **Procedure**

Section 1. The rules contained in the latest edition of 'Robert's Rules of Order' shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Association or any special rules of order the Association may adopt.