



HARRISONBURG MUSIC TEACHERS ASSOCIATION

BYLAWS UPDATED 10/29/2020

ARTICLE I. NAME

The name of this organization shall be Harrisonburg Music Teachers Association, hereafter referred to as "HMTA."

ARTICLE II. PURPOSE

Section 1. The purpose of the Harrisonburg Music Teachers Association (HMTA) is the promotion of the art of music and the advancement of music education activities for teachers, students, and the community. HMTA is affiliated with the Virginia Music Teachers Association (VMTA) and the Music Teachers National Association (MTNA), a non-profit institution that operates under Section 501 (c) (3) of the Internal Revenue Service Code.

Section 2. No part of the net earnings of the organization shall inure to the benefit or, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

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 (including the publishing or distribution of statements) 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 (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II. PURPOSE CONT.

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 Music Teachers National Association or another 501(c)(3) organization.

ARTICLE III. MEMBERSHIP

Section 1. Membership

Members of the local chapter (HMTA) must also be members of the state association (VMTA) and the national association (MTNA). The membership classifications of HMTA are Active, Honorary, Collegiate, and "Friends of HMTA".

A. **Active Membership** is open to all persons professionally engaged in any field of musical activity. Active membership provides the privileges of voting, holding office, and participating in the activities of the local, state, and national associations.

B. **Honorary Life Membership.** Honorary life membership may be awarded to musicians who have been outstanding in their contributions to the field of teaching, or who have contributed in great measure to the activities and success of the Association.

Honorary life members may attend all programs of the Association but shall not have the right to vote or hold office or enter students in competitions. Honorary life members qualifying for Active membership shall have the rights and privileges of such membership.

C. **Collegiate membership.** Collegiate Membership is open to all college music students who are also members of an affiliated state association and a collegiate chapter if available. Collegiate members enjoy all benefits of membership but do not have the right to vote or hold office or enter students into MTNA Competitions, although they may enter students in HMTA events. The collegiate membership year runs from October 1 through September 30.

D. **“Friends of HMTA” membership** is open to individuals, organizations, institutions, or business firms wishing to support the association and its activities. "Friends of HMTA" members may attend meetings and events but may not vote or hold office or enter students in association activities.

Section 2. Annual Dues

A. Annual dues for Active members of the association are fixed by MTNA and VMTA. A statement is sent to members by MTNA and is payable by July 1st, along with HMTA dues.

B. MTNA will send a monthly report to the HMTA Treasurer, along with a check for all HMTA dues collected.

C. HMTA Annual dues for all categories of membership will be established by the Executive Committee, subject to the consent of the general membership.

D. Annual dues for Collegiate members of the HMTA are fixed by MTNA and VMTA. The fiscal year for Collegiate members begins October 1st and ends September 30th. Dues for Collegiate members will be payable by October 1st.

Section 3. Membership Year

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 elected officers of HMTA shall be **President, Vice-President, Secretary, Treasurer, and Membership Chairman.**

Section 2. The appointed positions or committee coordinators are: **Piano Festival Coordinator, District Audition Coordinator, Theory Testing Coordinator, Sight-Reading Coordinator, Hospitality Coordinator, Photographer.**



Section 3. The term of office for each elected officer is two years, beginning immediately after installation. No elected officer shall serve in that office for more than four consecutive years, with the exception of the treasurer. A member wishing to extend their term of office beyond 4 years may submit a motion to that effect to be voted on by the membership.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The **President** shall preside at all meetings of the Executive Committee, The Administrative Board, and the general membership, and perform such other duties incumbent upon the office as described in **Robert's Rules of Order Newly Revised, 12th Edition**. The president serves as an ex-officio member of all committees except the **Nominating Committee**.

Section 2. The **Vice-President** 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 or the Executive Committee.

Section 3. The **Secretary** shall take minutes at all meetings of the Executive Committee, Administrative Board, and general membership, provide copies to the membership, and keep the Minute Book secure and in good form.

Section 4. The **Treasurer** shall keep a record of receipts and disbursements which shall be made available to the President and the Executive Committee on demand and will prepare a budget to be approved by the Administrative Board and the general membership at the final meeting of each fiscal year. The Treasurer will also advise the President and the Executive Committee on best money management practices.

Section 5. The **Membership Chairman** manages the annual membership renewal drive and member recruitment, processes new and renewing member applications, and maintains an accurate membership roster, including address, email address, and phone numbers, which is distributed to members.



ARTICLE VI. BOARDS AND COMMITTEES

Section 1. The **Executive Committee** shall consist of the elected officers and the immediate past president.

Section 2. The **Administrative Board** shall consist of the elected officers, appointed officers and coordinators of standing and special committees. The President is an ex-officio member of all boards and committees.

ARTICLE VII. MEETINGS

Section 1. There shall be a minimum of two meetings of the general membership during the fiscal year. The general meeting at the end of the fiscal year is considered the Annual Meeting, when annual reports are made and officers are elected and installed. Meetings of the Executive Committee and the Administrative Board may be called by the President or by three members as needed to conduct the business of the association between general meetings. Committee and Board minutes are read at the next general meeting.

Section 2. Nine members, including at least two officers, shall constitute a quorum for the transaction of business.

Section 3. Voting procedures shall be carried out as outlined in **Robert's Rules of Order**, and may be conducted, when necessary, by electronic mail.

ARTICLE VIII. AUTHORITY AND AMENDMENTS

Section 1. **Robert's Rules of Order, Newly Revised, 12th Edition** shall stand as the governing authority for the rules of this organization. All rules and procedures shall be made within the guidelines established in the bylaws of VMTA and MTNA.



Section 2. These bylaws may be amended at any regular general meeting of the association by a two-thirds vote of those present and eligible to vote, provided that the amendment has been submitted to the membership at least 10 days in advance of voting. Amended bylaws must be approved by VMTA and a copy sent to MTNA.

