



THE OREGON MUSIC TEACHERS ASSOCIATION, INC.
CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be “**THE OREGON MUSIC TEACHERS ASSOCIATION, INCORPORATED,**” affiliated with the Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II – OBJECT

Section 1. The object of the Association is the advancement of musical knowledge and education.

Section 2. Activities of the Association are aimed at the promotion of the art of music and the advancement of musical knowledge by providing educational opportunities that further the appreciation of music throughout the state.

Section 3. The Association is not organized for profit and no part of the net earnings may inure to the benefit of any private individual.

Section 4. In the event of the dissolution of the Association, any assets remaining after the payment of all outstanding liabilities shall be distributed pursuant to the provision of the Restated Articles of Incorporation.

ARTICLE III – MEMBERSHIP

Section 1. Membership classifications in the Association are: Active, Associate, Honorary, Collegiate and High School.

Section 2. Membership privileges and dues are prescribed by the Bylaws of the Association.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the Bylaws Article I, Section 8.

ARTICLE IV - OFFICERS

The officers of this organization shall be a President, a President-Elect, as many Vice Presidents as there shall be state Districts formed and who shall be duly elected presidents of such Districts, a Secretary, a Treasurer and an Assistant Treasurer. The authority and duties of each officer are defined in the Bylaws of the Association.

ARTICLE V - STANDING COMMITTEES

Standing Committees shall consist of those committees that represent the ongoing work of the State Executive Board. Such committees are identified as the following:

Certification	Parliamentarian and Legislative
Conference	Personnel and Contracted Services
Education	Public Relations
Finance	Publications
Marketing	Competitions
Membership	Syllabus
Nominating	

The chairs of these committees shall be appointed by the President by the time he/she shall take office. They shall remain in office until their successors are appointed. Other committee chairs may be appointed by the President for specific duties.

ARTICLE VI - EXECUTIVE BOARD & EXECUTIVE COMMITTEE

Section 1. The Executive Board shall consist of the President, President-Elect, Vice Presidents (each a president of a District of the State Association), Secretary, Treasurer, Assistant Treasurer, the Immediate Past President, and the chair of each Standing Committee.

Section 2. The President, President-Elect, Secretary, Treasurer, Assistant Treasurer, and Immediate Past President shall constitute the Executive Committee.

ARTICLE VII - MEETINGS

The annual meeting and conference, for the transaction of such business as may come before it, shall be held at such specific time and place as may be designated at the conference next preceding, or by a majority vote of the Executive Board. Membership shall be notified through Music News.

ARTICLE VIII - QUORUM

Quorum for business at annual or special meetings shall consist of not less than 3% of the active members in good standing at the date of such meeting. Quorum for business at the Executive Board meeting shall consist of a majority of the membership of the Board.



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ARTICLE IX - DISTRICTS

Districts of the Association may be formed in any part of the state where there are at least six members residing, provided that there is not already a District in such locality. The members of the Association residing in such organized Districts shall have power to elect such officers as may be necessary to carry on the local business and shall have power to make bylaws, rules and regulations for the work of their respective Districts. Such Districts shall make no law, bylaws or regulations that shall be inconsistent with the laws of the State Association; and such Districts shall have 100% affiliation with OMTA and MTNA. In referring to its affiliation, each District shall use the phrase "Affiliated with the Oregon Music Teachers Association, Inc. (OMTA) and with Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization." This specified phrase shall be included in the Constitutions and/or Bylaws of all affiliated Districts. Any changes in the boundaries of an established District must be approved by the State Executive Board. Copies of all District laws and amendments must be filed with the State Legislative Committee before final adoption in any District. All Districts shall report to the annual conference on their work and progress. Such reports may be made before the date of the annual conference. Any District with fewer than 6 members shall be terminated.

ARTICLE X – AMENDMENTS

This Constitution, upon recommendation of the Executive Board, may be amended by a two-thirds majority of the members in good standing present and voting at any conference of the Association. No amendment affecting membership in any status or classification shall be considered without having been submitted to each member in writing at least ten days before the annual conference.

END



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BYLAWS

ARTICLE I – MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP shall be open to all individuals who are professionally engaged in any field of music activity in the State of Oregon, upon application and payment of requisite fees. Active Membership conveys the privileges of participation in all Association activities, the right to attend meetings and programs, to vote, hold office, to enter students in Association programs, and receive the official Association publications.

Section 2. ASSOCIATE MEMBERSHIP is available for persons interested in music and the performance thereof. They shall not be engaged in the teaching of music. An associate member does not have the right to vote or hold office.

Section 3. HONORARY LIFE MEMBERSHIP may be conferred by vote of the State Executive Board. This tribute shall be to a member who has rendered long and distinguished service to OMTA. Recommendation for such membership shall come through the District President. All rights and voting privileges shall be retained by those holding Life Memberships.

Section 4. HIGH SCHOOL STUDENT MEMBERSHIP shall be open to all students from grade nine (9) through grade twelve (12) who are currently involved in regular music study. High School Student members are required to be studying with an OMTA teacher. High School Student members may enter their own students in OMTA Syllabus, OMTA festivals and other OMTA sponsored events upon payment of registration fees. High School Student members may attend conferences and other programs of the Association upon payment of registration fees. However, High School Student members may not enter students in MTNA competitions, shall not have the right to vote, apply for National certification or hold office. In any District, High School student members may form their own student chapter. Any student chapter must have an advisor who is an active member of OMTA.

Section 5. COLLEGIATE MEMBERSHIP shall be open to all collegiate students to the age twenty-six (26) who are currently involved in regular music study, or full-time college students currently involved in music study. Collegiate student members need not be studying with a member of OMTA. Collegiate members may enter their own students in OMTA Syllabus, OMTA festivals and other OMTA sponsored event upon payment of registration fees. Collegiate members may attend conferences and other programs of the Association upon payment of registration fees. However, collegiate members may not enter students in MTNA competitions, shall not have the right to vote, or hold office. In any District, collegiate members may form their own student chapter. Any student chapter must have an advisor who is an active member of OMTA.

Section 6. PROCEDURE FOR ACTIVE AND ASSOCIATE APPLICATIONS is as follows: All candidates for membership shall apply through the MTNA website and pay applicable national, state and local fees.

Section 7. MEMBERSHIP BY RECIPROCITY:

a) Any MTNA Member, nationally certified, who moves to Oregon shall be granted active membership by reciprocity.

b) Any MTNA member, not nationally certified, who moves to Oregon shall be granted active membership by reciprocity for a period of up to five years, during which time he/she shall fulfill Oregon's membership requirements.

Section 8. MEMBERSHIP AT LARGE: Any person residing outside an organized OMTA District shall contact the State Membership Chair directly. After the application form has been completed and validated the Membership Chair will send all fees and required forms to MTNA headquarters.

Section 9. REVOCATION OF MEMBERSHIP: No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of OMTA. Any accusation that a member of OMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of OMTA who shall immediately report the accusation to the President of MTNA who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership and the certification of that person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA. Any membership terminated under this section shall be reinstated upon filing with the MTNA President a certified copy of the judgment reversing the conviction.

Section 10. REINSTATEMENT OF MEMBERSHIP: If a member has not paid dues for three or more years, a new application for membership must be completed and submitted to the State Membership Chair. The member will be reinstated without loss of status.

ARTICLE II – DUES

Section 1. All membership dues, except collegiate membership dues, are due on July 1. Collegiate dues are due on October 1. After these dates, members are not in good standing.

Section 2. ACTIVE MEMBERS shall pay annually the State dues, the National dues, and District dues if residing in an organized district.

Section 3. ASSOCIATE MEMBERS shall pay annually the State dues, the National dues, and District dues if residing in an organized district.

Section 4. HONORARY LIFE MEMBERS shall pay annually the National dues.

Section 5. HIGH SCHOOL MEMBERS shall pay annual state and local district to the State as published on the current year's application form for High School membership.



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- Section 6. COLLEGIATE MEMBERS** shall pay national, state and local dues annually through the MTNA renewal or new member site.
- Section 7. SENIOR STATUS:** Members in good standing who have been active members for a minimum of five (5) successive years immediately preceding application for special billing will be eligible for a senior discount on State dues required for Active Membership classification. Age requirement will be aligned with the National senior status.
- Section 8. LOCAL DUES** may be charged by the District in addition to those required above -- such sum as may be necessary for its particular needs.
- Section 9. THE APPLICATION** for Active or Associate Members shall be accompanied by payment of one year's dues. Dues for new members applying after January 1 will be pro-rated.
- Section 10. AN APPLICATION** received after May 1 of any year may apply to the following membership year beginning July 1.
- Section 11.** After 2010 the board may raise the State dues annually \$2 if needed.

ARTICLE III - DUTIES OF THE OFFICERS

- Section 1. The PRESIDENT** shall preside at all meetings of the Association; shall enforce the rules and regulations of the organization; shall appoint committees and be a member ex-officio of such committees; and shall perform such other duties as the Association may require.
- Section 2. The PRESIDENT-ELECT** shall preside in the absence or inability of the President and execute all duties of said President. The President-Elect shall assume the duties of the President when the President's term of office has expired.
- Section 3. The VICE-PRESIDENTS** shall rank according to seniority of Districts and the senior vice-president shall preside in the absence or inability of both the President and the President-Elect, and shall perform all duties of the said officers. Vice Presidents shall preside within their respective Districts and endeavor in every way to promote the success of the Association in their respective localities.
- Section 4. The SECRETARY** shall keep a true record of the business of the Association and the Executive Board and Executive Committee upon books approved by the Board; shall conduct all correspondence of the Association as directed by the President; shall keep the seal of the Association and affix same to all papers required by law; and shall perform such other acts as may be required by the Association or the Executive Board.
- Section 5. The TREASURER** shall oversee receipt all moneys due the Association from whatever source and shall oversee the deposit of them forthwith in accounts approved by the Executive Board or majority vote of the Association. The Treasurer shall send copies of the monthly bank statements to the President. The Treasurer shall oversee payment of all budgeted items that are submitted and ensure that a record is kept to indicate for what purpose the payment was issued. Any bill that exceeds the amount listed in the budget or any bill that is not a budgeted item must have the approval of the Executive Board before being paid. The Treasurer shall render an itemized account of all transactions at each meeting of the Executive Board; and shall present all vouchers, bills, bank deposit books, check stubs and ledger accounts for audit when requested.
- Section 6. The ASSISTANT TREASURER** shall be responsible for all monies which are restricted to specified use, including but not limited to named scholarships and awards. This officer shall report to the Executive Board at each official meeting. The Assistant Treasurer shall report all receipts of new monies and send monthly portfolio statements to the Finance Chair; shall report the amount of money delegated each year for scholarships to the Executive Board and Finance Chair; and shall keep the Finance Chair informed of the percentage make-up of the Education Fund and the percentage gain of the fund each year.

ARTICLE IV - COMMITTEES AND CHAIRS

- Section 1. CERTIFICATION:** The Certification Committee shall consist of a chair and one other member appointed by the president. Members of the committee must be Nationally certified. Each chair may act as advisor for one year following his/her term of office. The Certification Committee shall promote MTNA (NCTM) Certification and assist members who wish to obtain NCTM status.
- Section 2. CONFERENCE:** The Conference Committee shall consist of a General Chair who shall be appointed by the President. Additional committee members may be appointed by the General Chair in consultation with the President. The committee shall arrange the program of the annual Conference and make arrangements for the place of meeting of all events connected with the Conference.
- Section 3. EDUCATION:** The Education Committee shall consist of a General Chair and other chairs appointed by the President. The Education Chair shall maintain the PROGRAM/WORKSHOP/RECITAL ROSTER. Other committee chairs shall supervise various educational projects and activities related to education, such as OMTA performance festivals, non-audition scholarships, Merit Certificates, Participation Trophies, Student Composition and the Lending Library.
- Section 4. FINANCE:** The Finance Committee shall consist of the State Treasurer, who shall perform the duties of the chair, the Assistant Treasurer, and the Immediate Past President. The committee shall outline a budget of income, outgo, and all funds of the Association. The annual budget shall be prepared by the Treasurer, reviewed by the Finance Committee and adopted by the Executive Board. The Assistant Treasurer shall be in charge of restricted funds. Any major project involving expenditure of funds, or the earning of money that may be under the chairmanship of a special committee, shall be surveyed



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by the Finance Committee before the beginning of the project. A full report of income and outgo shall be presented at the conclusion of the project and the earned funds turned over to the Treasurer. Treasurer will assume oversight duties, as is most common in large nonprofit groups, and "staff" will handle day to day duties.

Section 5. MARKETING: The Marketing chair shall promote OMTA and its activities throughout the state.

Section 6. MEMBERSHIP: The Membership Chair shall act upon the names of all persons submitted for membership and shall keep an up-to-date roster of the state membership. The Membership Chair shall make copies of the Constitution and Bylaws available to the membership.

Section 7. NOMINATING: The Nominating Committee shall be chaired by the Immediate Past President. The committee shall consist of four additional members chosen from the membership of the Executive Board.

Section 8. PARLIAMENTARIAN AND LEGISLATIVE: The Legislative Committee shall consist of the Parliamentarian, who shall function as chair, and two other members appointed by the President. The President shall refer any question concerning parliamentary procedure to the Parliamentarian. Robert's Rules of Order Newly Revised, 10th Edition, and the Constitution of MTNA shall govern this Association. The committee shall prepare all drafts of measures to be submitted to the State Legislature or to the councils or governing bodies of any municipality; shall watch and keep observation on all legislative matters that may affect the music teaching profession. The committee shall examine all reports and resolutions of the Association and note if such are in accord with the Constitution and Bylaws as adopted. The committee shall review the Constitution and/or Bylaws and shall make recommendation for revision when necessary. The committee shall keep, on file, a copy of the Constitution and/or Bylaws of each District.

Section 9. PERSONNEL AND CONTRACTED SERVICES: The Personnel and Contracted Services Committee shall consist of members of the Executive Committee and be chaired by the President. The committee shall deal with all matters regarding anyone whom the State Association hires. Duties shall include but not be limited to hiring, firing and annual performance reviews.

Section 10. PUBLIC RELATIONS: The Public Relations Chair shall take charge of all publicity work required by the Association and shall communicate to the Media generally such matters as may be referred to it by the Executive Board and other committees. The Public Relations Chair shall supervise the Ethics Chair who is entrusted with the duty of carrying out the mission of the Ethics Committee as stated in the OMTA Handbook.

Section 11. PUBLICATIONS: The Publications Chair shall oversee publications of the State Association which shall include but not be limited to "Music News," "Oregon Musician," Membership Directory, Email & Fax Directory, and the OMTA Website. The Editors of the "Music News" and "Oregon Musician" shall be responsible for the publication of the "Music News" and "Oregon Musician," respectively. The Directory Chairman shall be responsible for the publication of the Handbook-Membership Directory. The Email & Fax Directory Chairman shall be responsible for maintaining the Email & Fax Directory. The OMTA Website shall be overseen by the Web Master.

Section 12. COMPETITIONS: The Competitions Committee shall consist of a General Chair and other competition chairs appointed by the President, including but not limited to MTNA Composition Competition, MTNA Performance Competitions, and MTNA Composer Commissioning Project: OMTA Composer of the Year Search. The committee shall supervise these competitions.

Section 13. SYLLABUS: The Syllabus Chair shall be responsible for the administration of all syllabus evaluations, the printing and distribution of all syllabus materials, the work on new syllabi, the accounting of income and expenditures, the appointment of adjudicators, and the recording of grades. Records shall be kept for 10 years for documentation of activities related to syllabus. In the case of provisional members, records shall be kept until the member has fulfilled the requirements to become an active member.

ARTICLE V - AWARDS AND SCHOLARSHIP COMMISSION

Section 1. The Scholarship Awards Commission shall be composed of two Co-Chairs, the President, the Assistant Treasurer, the Finance Chair and two additional members. The Co-Chairs and two additional members shall be appointed by the President for four-year terms, established on a rotating basis to maintain continuity.

Section 2. The Commission shall make recommendations to the Executive Board concerning the investment of moneys from funds established for awards and scholarships. The Commission shall recommend the establishment of new awards and the augmentation of existing awards to students.

Section 3. At least one meeting shall be held annually.

Section 4. An application for a new scholarship may be made in the name of a specific person or cause if the amount is \$10,000.00 or more. Lesser amounts shall be added to the OMTA Scholarship Fund. Other monies for non-endowed scholarships may be accepted at the discretion of the OMTA Scholarship Commission.

ARTICLE VI - ELECTION OF OFFICERS

Section 1. Officers of OMTA shall be elected biennially on even-numbered years. The election shall take place at the time of the OMTA Conference as provided in Article VII of the Constitution. A majority vote shall be sufficient for election to any office. With the exception of the Treasurer, the officers elected at such a meeting shall take office at the close of the Conference and shall hold office until their successors are elected. The duties of the Treasurer shall be assumed following a



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compilation of the funds of OMTA.

Section 2. The members of the Nominating Committee shall represent different geographic areas of the state. The Nominations from members of the Association may be presented over the signatures of three members in good standing. The committee shall consider all names presented, together with its own recommendation, and shall, by majority opinion, decide the panel to be presented at the Conference. Other nominations may be made from the floor provided the consent of the persons being nominated has been secured. Election shall be by ballot except in case there is only one nominee when the Secretary may be instructed to cast the elective ballot.

Section 3. No officer may hold a national, division or state office concurrently except the Immediate Past President.

ARTICLE VII - EXECUTIVE BOARD

Section 1. All executive authority shall be vested in the Executive Board. Said Board shall have supervision of the affairs of the Association; shall cause the laws of the Association to be faithfully executed and administered; shall exercise all executive authority through itself or through committees over the State and subordinate Districts and members of the Association; shall have the prerogative to examine all actions and recommendations of all committees which directly affect the Association and its members; shall have full control and management of all matters pertaining to disputes, discipline, funds, or property of the Association; and shall have full power to interpret the laws of OMTA.

Section 2. The Executive Board shall meet at least three times a year.

Section 3. A quorum shall consist of a majority of the membership of the Board.

ARTICLE VIII - EXECUTIVE COMMITTEE

The Executive Committee shall be convened by the President to act in emergencies of the Association. All actions of this committee shall be reviewed by the Executive Board and incorporated into the minutes of the next meeting of the Executive Board. The President may request the Executive Committee to vote by personal contact or by mailed ballot. A majority is required for a vote of approval. The results of this ballot are to be reported at the next meeting of the Executive Board and incorporated into the minutes.

ARTICLE IX - ORDER OF BUSINESS

The order of business at all meetings of the Executive Board shall be as follows:

1. Call to order
2. Roll call of officers
3. Reading of minutes of the previous meeting
4. Report of the Treasurer
5. Reading of bills and communications
6. Reports of Standing Committees
7. Reports of Special Committees
8. Unfinished Business
9. New Business
10. Reports of the Districts
11. Good of the Association

ARTICLE X – VACANCIES

All vacancies occurring for any or from whatever cause in any office shall be filled by the Executive Board and the newly appointed officer shall hold office until the next following election.

ARTICLE XI - CORPORATE SEAL

The Corporate Seal of this organization shall be an impression in wax or paper bearing the words, "The Oregon Music Teachers Association, Incorporated, Seal."

ARTICLE XII - CODE OF ETHICS

The members of Oregon Music Teachers Association are encouraged to follow the Code of Ethics of the Music Teachers National Association, as stipulated in the Bylaws of MTNA. Adherence to the Code of Ethics is not a requirement for membership.

ARTICLE XIII – AMENDMENTS

These Bylaws, excluding any regarding membership, may be amended by the Executive Board at any scheduled meeting by a two-thirds majority of the members present and voting. No amendment affecting membership in any status or classification shall be considered without having been submitted to each member in writing at least ten days before the annual conference and approved by a two thirds majority of the members in good standing and present at any conference. All amendments or repeals of existing laws deemed expedient for the progress and welfare of the Association, or for the purpose of making the laws concise or consistent, and all changes and amendments to the laws proposed for adoption in the Association, or for any District thereof, shall, before adoption, be referred to the Legislative Committee.

END



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