



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-PURPOSE

Section 1. The purpose 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 to the Music Teachers National Association or another nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III-MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP shall be open to all individuals who are/were professionally engaged in music teaching, 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 through 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 MEMBERSHIP APPLICATIONS is as follows: All candidates for Active, Associate or Collegiate membership shall apply through the MTNA website and pay applicable national, state and local fees. All candidates for High School Student Membership shall complete the form found on the OMTA website and return as instructed with applicable state and local fees.

Section 7. MEMBERSHIP BY RECIPROcity: Any MTNA Member who moves to Oregon shall be granted active membership by reciprocity.

Section 8. TERMINATION OF MEMBERSHIP: Membership in OMTA is a privilege and not a right. Termination of membership for non-payment of dues within the time prescribed in Section 1 of Article IV is automatic and not subject to the procedures stated herein. Other than for non-payment of dues, the Executive Board, by a two-thirds vote, may terminate a membership if the Board determines that termination is in the best interest of OMTA or the purposes of OMTA as stated in Article II of the Bylaws. The Executive Board shall only consider and vote upon the proposed termination of a membership after the member has been advised of the alleged reason for termination and been provided an opportunity to present information to the Executive Board on his or her behalf. If membership is terminated, the individual may appeal for reconsideration of that decision to the Executive Board. The Executive Board will determine whether to uphold the membership termination by a majority vote. In the event of a membership termination, a dues refund will not be given.

Section 9. REINSTATEMENT OF MEMBERSHIP: A member who resigned in good standing or who allowed annual dues to lapse may reactivate his or her membership by requesting such action and paying the current dues. If continuous membership is desired, the member must pay all dues accruing from the time of non-renewal through the current year.

ARTICLE IV-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, ASSOCIATE AND COLLEGIATE members shall pay annually national, state and local dues (if residing in an organized district) through the MTNA renewal or new member site. HIGH SCHOOL members shall pay annually state and applicable local dues by completing the form found on the OMTA website and returning as instructed with appropriate fees.

Section 3. HONORARY LIFE members are excused from paying state dues for life.

Section 4. 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 5. 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 6. 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 7. AN APPLICATION received after May 1 of any year may apply to the following membership year beginning July 1.

Section 8. After 2010 the board may raise the State dues annually \$2 if needed.

ARTICLE V-OFFICERS

Section 1. THE ELECTED 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 a Restricted Funds Treasurer.

Section 2. DUTIES OF THE OFFICERS

- a. 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.
- b. 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.
- c. The VICE-PRESIDENTS are the presidents of each local OMTA district. The Vice-Presidents shall elect from their number a Chair of the Presidents' Round Table. Said Chair 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.
- d. 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.
- e. 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.

- f. The RESTRICTED FUNDS 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 Restricted Funds Treasurer shall report all receipts of new monies and send monthly portfolio statements to the Treasurer; shall report the amount of money delegated each year for scholarships to the Executive Board and Treasurer; and shall keep the Treasurer informed of the percentage make-up of the Education Fund and the percentage gain of the fund each year.

ARTICLE VI-COMMITTEES AND CHAIRS

Section 1. STANDING COMMITTEES shall consist of those committees that represent the ongoing work of the State Executive Board. 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 chairs may be appointed by the President for specific duties.

- a. **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.
- b. **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.
- c. **CONFERENCE:** The Conference Committee shall consist of a General Chair who shall be appointed by the President. Committee members shall include the Immediate Past President, President-Elect and any additional members appointed by the General Chair in consultation with the President. The committee shall arrange the program of the annual Conference and plan the place of meeting of all events connected with the Conference.
- d. **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 Composition Celebration, ESMAR—Extended Study of Musicianship & Repertoire, Nellie Tholen Grants for District Programs, OMTA performance festivals, Participation Trophies, Student Scholarships and Study Grants.
- e. **FINANCE:** The Finance Committee shall consist of the State Treasurer, who shall perform the duties of the chair, the Restricted Funds 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 Restricted Funds 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 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. The Treasurer will assume oversight duties, as is most common in large nonprofit groups, and "staff" will handle day to day duties.

- f. **MARKETING:** The Marketing chair shall promote OMTA and its activities throughout the state.
- g. **MEMBERSHIP:** The Membership Chair shall inform the President and Membership Chair of each District when new members join their district. The Membership Chair shall maintain the roster of High School Student members and send their renewal notice annually. The Membership Chair shall act as liaison for new members and persons interested in joining OMTA.
- h. **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. The members of the Nominating Committee shall represent different geographic areas of the state. The Nominating Committee shall consider all names presented by members in good standing, together with its own recommendation, and shall, by majority opinion, decide the panel to be presented for election as specified in Article VIII.
- i. **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 and the Bylaws 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 Bylaws as adopted. The committee shall review the Bylaws and shall make recommendation for revision when necessary. The Parliamentarian shall ensure that the edition of the OMTA Bylaws posted on the OMTA Website is up-to-date. The Parliamentarian shall keep, on file, a copy of the Constitution and/or Bylaws of each District.
- j. **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.
- k. **PUBLIC RELATIONS:** The Public Relations Committee shall consist of a General Chair and other chairs appointed by the President. 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 the chair by the Executive Board and other committees. Other committee chairs shall supervise various public relations projects and activities related to

publicity, such as Ethics, Historian, Honors, Independent Music Teachers Forum, MTNA & OMTA Foundation, Music Link and University Liaison.

- i. PUBLICATIONS: The Publications Chair shall oversee publications of the State Association which shall include but not be limited to "Music News," "Oregon Musician," 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 Website Chair shall be responsible for the content of the OMTA Website. The OMTA Office manages the OMTA Directory and the OMTA Website.
- m. SYLLABUS CHAIR: 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, and the appointment of adjudicators.
- n. SYLLABUS COMMITTEE: The Syllabus Committee shall consist of a General Chair and other chairs appointed by the Syllabus Chair. Other committee chairs shall supervise various syllabus projects and activities related to syllabus, such as Adjudicator Certification and New Applications, Jazz Syllabus, Level X Recital, Repertoire Reference, Sight Reading, and Syllabus Scheduling.

ARTICLE VII-AWARDS AND SCHOLARSHIP COMMISSION

Section 1. The Scholarship Awards Commission shall be composed of two Co-Chairs, the President, the Treasurer, the Restricted Funds Treasurer 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 VIII-ELECTION OF OFFICERS

Section 1. Officers of OMTA shall be elected biennially on even-numbered years. The election shall take place during the General Membership Meeting at the annual OMTA Conference. 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 compilation of the funds of OMTA.

Section 2. The Nominating Committee shall present their recommended panel of candidates at the General Membership Meeting. 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 IX-EXECUTIVE BOARD

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, Restricted Funds Treasurer, Immediate Past President and the chair of each Standing Committee.

Section 2. 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 3. The Executive Board shall meet at least three times a year.

Section 4. A quorum shall consist of a majority of the membership of the Board.

ARTICLE X-EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer, Restricted Funds Treasurer and Immediate Past President.

Section 2. 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.

ARTICLE XI-MEETINGS

Section 1. ANNUAL MEETING and CONFERENCE: There shall be an annual meeting and conference of the association, for the transaction of such business as may come before it, time and place to be determined by the Conference Committee and approved by the Executive Board.

Section 2. 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 Executive Board meetings shall consist of a majority of the membership of the Board.

Section 3. PARTICIPATION: Members of the Executive Board or Executive Committee who are not physically present at a meeting of the Executive Board or Executive Committee may attend the meeting by the use of authorized communication equipment that enables the member an opportunity to participate in the meeting, including an opportunity to read, hear, or see the proceedings of the meeting, participate in the proceedings, and contemporaneously communicate with the persons who are physically present at the meeting. Any member who uses authorized communication equipment is deemed to be present in person at the meeting whether the meeting is

held at a designated place or solely by means of authorized communication equipment. The Executive Board or Executive Committee may adopt procedures and guidelines for the use of authorized communication equipment in connection with a meeting of the Executive Board or Executive Committee to permit verification that a person is a voting member and to maintain a record of any vote or other actions taken at the meeting.

Section 4. ACTION WITHOUT A MEETING: Any action that may be authorized or taken at a meeting of the Executive Board or Executive Committee may be authorized or taken without a meeting by the affirmative vote or approval of all of the Executive Board or Executive Committee members who would be entitled to notice of the meeting for that purpose. Action taken by unanimous written consent of the members of the Executive Board or Executive Committee via mail or electronic transmission shall be a valid action of the board. Such action of the board shall be preserved and reported in the official minutes. The date on which the transmission by authorized communication equipment is sent is the date upon which the writing is signed.

Section 5. VOTING: The Executive Board or Executive Committee may act by the affirmative vote of a majority of its members physically present at a meeting or participating by means of authorized communication equipment, or by a writing or writings signed by all of its members.

ARTICLE XII-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 XIII-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, In. (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 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.

ARTICLE XIV-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 XV-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 published on the MTNA website. Adherence to the Code of Ethics is not a requirement for membership.

ARTICLE XVI-AMENDMENTS

Section 1. These Bylaws, excluding any regarding membership, may be amended by the Executive Board at any scheduled meeting by a two-thirds vote 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 vote 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.

Section 2. These Bylaws may also be amended via mail or electronic mail ballot by a two-thirds vote provided that the proposed amendment(s) and ballot is submitted to the members at least thirty days in advance of the required return date. The date for the return of the completed ballots must be clearly stated on the ballot. Amendments may be proposed by the Executive Board, Executive Committee, or upon petition by two percent of the Active Members. Any proposed amendment must be submitted to the Executive Board for its consideration and recommendation prior to submission to the members.

These Bylaws were adopted August 24, 2019.

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