

**OREGON MUSIC TEACHERS ASSOCIATION**  
**STANDING RULES**  
January 1987 – July 2018

Definition of Standing Rules, quoted from Robert's Rules of Order

“The lowest-ranking internal governing document (under bylaws and rules of order) is the Standing Rules. These rules.....which are often not rules in the traditional sense of the term, because they are often not procedural....are simply any adopted main motions of an *indefinitely* continuing nature, other than bylaws or rules of order. Sometimes standing rules are known by the title of policies, procedures or a similar term. A motion to require two signatures on a check would be a standing rule. A motion to adopt a budget for a one-year period would not be a standing rule because its existence is not indefinite in its term, it expires in one year. A standing rule is adopted in the same manner as a normal main motion. A standing rule may be suspended by the normal motion to suspend the rules, except only a majority vote is required for adoption of such a suspension.”

**CERTIFICATION:**

CERT / 2005 / 1

That \$100 in assistance be offered to the first five OMTA members who apply for National Certification.

**STATE CONFERENCE:**

CONF / 1995 / 3

To accept the recommendation that exhibits be included in the State Conferences for the benefit of the members. That exhibits be operated like the MTNA's promotion of latest material in their exhibits: a State conference chair be appointed and each business or individual purchase square footage. If the conference facility doesn't allow vending, the materials will be displayed only, to be purchased through the college bookstore. Members can be informed through the Music News so they can be sure their materials are included by the featured local music stores, or can have a booth of their own. Local businesses of the hosting district will be invited to participate first, then if room allows, other OMTA districts should have a booth of all publications for members' information and convenience.

**EDUCATION:**

EDU / 1995 / 4

That districts pay all adjudicators according to the current rate paid for Syllabus adjudication.

EDU / 1996 / 2

That the restrictions placed on the Nellie Tholen Endowment by the State Board vote of February 1995 be rescinded; and that the decision of how best to distribute the interest money from the Endowment be placed back in the hands of the Education Committee, which will take utmost care to distribute the money in accordance with what the Education Committee deems to be Nellie Tholen's original vision of aiding the smaller, outlying Districts with quality programs as well as workshops.

EDU / 2004 / 1

OMTA teachers entering students in the Jr. Bach Festival must be instructors of both the instrument and repertoire.

EDU / 2005 / 2

That for Jr. Bach Festival events, teachers be allowed to accompany their own students.

EDU / 2006 / 1

The Oregon Junior Bach Festival is open to all instrumentalists through age 19 and vocalists through the age of 24. All students in the Competitive Event will be registered according to the Age Divisions:

Division I, up to the age of 8

Division II, ages 9 through 11

Division III, ages 12 through 14

Division IV, ages 15 through 19 (24 for vocalists)

These divisions will be accepted for all instrumentalists and vocalists.

EDU / 2006 / 2

That all OMTA state and district events will qualify for the OMTA Participation trophy. Each event will count as one point toward the trophy. This rule will begin starting Fall, 2011.

EDU / 2006 / 3

That any district that doesn't comply with the rules and guidelines for the Jr. Bach Festival will not be able to participate in the State Final Event Recital.

EDU / 2007 / 1

That each district of the Jr. Bach Festival set their own fees and pay their own expenses plus a \$2 per student fee at the district level to the state for the costs of the Final Event Recital to include hall rental, tuning, programs and medals.

EDU / 2007 / 2

That any OMTA state-level and regional-level sponsored event pay the current government IRS-approved rate for mileage to all adjudicators and anyone presenting programs and workshops.

EDU / 2008 / 1

That repertoire and/or eligibility changes for any OMTA sponsored event be made and announced no later than nine months prior to the following state level event.

EDU / 2010/ 1

Students may enter events in any district in which the teacher is a member if the student is otherwise eligible according to the rules of the event. A student may not enter the same State event in more than one district.

EDU / 2012/ 1

That OMTA-sponsored events shall be conducted according to the highest standards of dignity and concert hall protocol to promote optimal conditions for participants. Use of recording equipment is permitted at the discretion of the event chair. The operators of recording equipment must act discreetly to maintain the concert hall atmosphere. The use of recording devices to contravene copyright laws is illegal and may be prosecuted. Recordings may not be used to contest the decisions of the adjudicators as the decisions of the adjudicators are final.

**FINANCE/BUDGET:**

FIN / 1991 / 1

That dues be reviewed every year in connection with the cost of living index.

FIN / 1993 / 2

The adoption of a Treasurer's Retention Record to thin down accumulated files according to the following rules:

- a. Annual reports: keep 2 years.
- b. IRS records: keep 7 years
- c. Bank deposit slips, withdrawal slips, bank statements, check stubs or register: to be destroyed after audit; and report recorded in minutes and these approved.
- d. Canceled checks: keep according to state law.
- e. Outdated savings passbooks (CD's, etc.): destroy after account closed.
- f. Receipt book duplicates: keep one year.
- g. All records, budgets, tax information are permanently stored on computer discs, one with Executive Secretary and one with Treasurer.

FIN / 1995 / 1

All documents written by membership for the education of and use of members shall not be reproduced in part or whole for any purpose other than the good of the membership. Any moneys raised from the sale of any items go to OMTA in the appropriate fund for the good of the organization.

FIN / 1999 / 2

That the treasurer NOT pay any bill without documentation of the bill.

FIN / 1999 / 3

That we establish a reserve fund of \$6,000.

FIN / 2000 / 1

That we move the OMTA Foundation Fund into the Education Portfolio.

FIN / 2001 / 1

That Officer and Committee Chair expenses incurred during a fiscal year need to be presented during the same fiscal year or no later than 90 days after the close of the fiscal year in order to be reimbursed.

FIN / 2001 / 2

That the Finance Committee must authorize expenses exceeding \$100 before they will be paid.

FIN / 2005 / 4

That OMTA adhere to national policy regarding dues refunds, which does not allow for refunds except in extenuating circumstances.

FIN/ 2007 / 2 (see EDU / 2007 / 2)

That any OMTA-sponsored event pay the current government IRS-approved mileage to all adjudicators and anyone presenting programs and workshops.

**LEGISLATIVE/PARLIAMENTARIAN:**

LEG / 1995 / 2

That the Executive Board give the Districts the privilege of changing the wording in their Bylaws regarding the time their officers assume their duties providing that they stipulate that the outgoing President will be the official representative at the state conference.

LEG / 1998 / 2

That we approve the three recommendations for the guidelines for the division of a district:

- a. Approval of the division of a district by the existing district;
- b. Approval by a majority vote of the members residing in the proposed new district;
- c. Follow procedure for forming a new district as stated in the OMTA Constitution, Article IX.

**MEMBERSHIP:**

MEM / 1995 / 6

Honorary Life Membership shall be to a member who has rendered over 25 years of distinguished service to the state association. Any district can nominate a member for Honorary Life Membership by completing the 'OMTA Honorary Life Membership Nomination' application form and submitting it to the Honors chairperson. Applications are due one month prior to the winter board meeting.

MEM / 2004 / 2

That student OMTA members receive the Music News.

MEM / 2004 / 3

That student OMTA members become district members. Individual districts may decide whether or not to waive fees.

MEM / 2005 / 6 (see FIN / 2005 / 4)

That OMTA adhere to national policy regarding dues refunds, which does not allow for refunds except in extenuating circumstances.

MEM / 2010 / 12 (see EDU / 2010 / 1)

Regardless of residence, a teacher may become a member and assume all privileges and responsibilities of one or more districts by paying local membership dues to each district.

**PUBLICATIONS:**

PUB / 1994 / 1

To make the new publication "The Oregon Musician" a budgeted item to be published biannually.

PUB / 2006 / 4

That starting in September 2006, the mailing of hard copies of the Music News will be discontinued. They will be sent via email. Districts will provide copies for those members who don't have email.

**PUBLIC RELATIONS:**

PR / 2005 / 7

That because OMTA has 501(c)(3) tax exempt status as a non-profit educational organization, the state and local associations may not advertise on behalf of any business.

PR / 2015 / 10

Proceeds from the annual Foundation Raffle and Auction shall be divided equally between MTNA Foundation and OMTA Foundation.

**STUDENT COMPETITIONS:**

COMPET / 1992 / 1

That MTNA policy for adjudication for auditions be adopted, with the following exception: Judges may declare a tie and divide the scholarship money for a given scholarship between two competitors given the following conditions:

- a. No advancement to a higher level competition such as regionals or nationals is involved,
- b. The students' levels of performance are deemed equal,
- c. The students' abilities in sight reading used as a tie breaker are deemed equal.

COMPET / 2008 / 1 (see EDU / 2008 / 1)

That repertoire and/or eligibility changes for any OMTA sponsored event be made and announced no later than nine months prior to the following state level event.

**STUDENT COMPOSITION:**

COMPOS / 1995 / 7

Composition adjudicators would be paid by the number of entries rather than by the hour, with different rates for elementary, intermediate and advanced compositions. Because composition judges do not work within the time limits of other adjudicating situations, some proceed slowly, others quickly, making an hourly rate difficult to administer.

**SYLLABUS:**

SYL / 1994 / 2

That medals for Level X students be paid for by OMTA whether the student performs or not.

SYL / 1995 / 1 (see FIN / 1995 / 1)

All documents written by membership for the education of and use of members shall not be reproduced in part or whole for any purpose other than the good of the membership. Any monies raised from the sale of any items go to OMTA in the appropriate fund for the good of the organization.

SYL / 1999 / 4

That we acquire a copyright on our Syllabus.

SYL / 2001 / 4

That we accept the recommendation of the Syllabus Committee that we not develop a Level XI.

SYL / 2003 / 2

That high school students entering a student in syllabus must be members of OMTA and be studying with an OMTA member. They must have a conference. College students must be members of OMTA but do not have to be studying with an MTNA or OMTA member. They must enter under their own name and have a conference.

SYL / 2003 / 3

That all teachers are required to have a conference for every syllabus they enter. Chairs should check to see that each teacher signs up for a conference. This requirement applies to both Fall and Spring Syllabus and is optional for University and College teachers.

SYL / 2006 / 5

That "Honors" designations for all syllabus students be eliminated. Students who are exceptional on Level X can earn "With Distinction" to meet one of the requirements for the Dorothy Fahlman Scholarship.

SYL / 2010 / 1

The Syllabus Committee shall consist of the State Syllabus Chair, the Immediate Past State Syllabus Chair, the Assistant State Syllabus Chair, the OMTA State Treasurer, the Syllabus Ombudsmen, the Chair of OMTA Syllabus Adjudicator Assignments, the Chair of Syllabus Adjudicator Certification, the Chair of New Syllabus Adjudicator Applications, the Chair of the Syllabus Level X Recital, the Chair or Chairs of Syllabus Repertoire References, and the Syllabus Sight Reading Chair.

SYL / 2010 / 2

The process for becoming an OMTA Syllabus Adjudicator is outlined in the Adjudicator Training Manual.