

BY – LAWS OF THE AURORA MUSIC TEACHERS ASSOCIATION

ARTICLE I – NAME

The name of this organization shall be Aurora Music Teachers Association (AMTA) affiliated with Colorado State Music Teachers Association (CSMTA) and Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501 (c) (3) organization. AMTA will be referred to as the "Association" or "AMTA" in the following Bylaws.

ARTICLE II – PURPOSE

A. The purpose of this Association shall be:

1. To promote and advance music, the appreciation of music, and the study of music in the City of Aurora, Colorado and surrounding areas.
2. To provide students of all ages with balanced, comprehensive, and high quality music instruction and opportunities for Non-competitive and competitive performances.
3. To provide teachers with educational programs which stimulate professional growth.
4. To support the objectives of CSMTA and MTNA.

B. No substantial part of the organization's activities shall be attempting to influence legislation or intervening in any political campaign. Notwithstanding any other provision of this document, the organization shall not carry on any other activities, which are not permitted by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III – MEMBERSHIP

A. Membership classifications in the Association shall be Active, Senior, Associate, and Student.

1. Active membership is open to all persons professionally engaged in any field of musical activity. Such membership provides the rights, privileges, benefits, and opportunities of participation in the activities of the Association, holding office, and voting.
2. Senior membership is open to all persons 70 years and older, who are professionally engaged in any field of musical activity, and provides the rights, privileges, benefits, and opportunities of participation in the Association activities, including holding office, and voting.
3. Associate membership is provided to those such as firms, schools, and individuals wishing to contribute to the maintenance of the Association.
4. Student membership is open to all full-time collegiate students currently involved in music study and may enter their students in the Association student-related activities.

B. All Active and Senior members shall be required to hold membership in CSMTA and MTNA, and, to pay the annual dues required by those organizations, as well as the Association.

C. Annual dues for AMTA are due by July 1 and payable through MTNA.

D. New members joining after January 1 will pay pro-rated dues of one-half the current rates for AMTA, CSMTA, and MTNA. They will be expected to pay full renewing dues by the following July 1.

E. Membership fee schedule for dues can be found in the standing rules.

F. PRIVILEGES OF MEMBERSHIP shall include the following:

1. All members in good standing shall be admitted to all meetings and functions of AMTA.

2. Only Active and Senior members are entitled to vote or to hold office in the Association.
3. The names and business affiliations of Associate members shall be listed on the annual roster.

ARTICLE IV- OFFICERS and BOARD OF DIRECTORS

A. The elected Officers of AMTA shall be: President, First Vice-President for Programs, Second Vice-President for Membership, Third Vice-President for Student Activities, Fourth Vice-President for Website Management, Secretary, and Treasurer, and shall constitute the Board of Directors along with President-Elect and Immediate Past President.

B. Duties of the Elected Officers:

1. The PRESIDENT shall preside at all AMTA Membership Meetings, shall call and preside at meetings of the Officers (Board of Directors), and shall perform other duties as applicable to the office as prescribed by the parliamentary authority. The PRESIDENT shall supervise all affairs of AMTA, instruct all officers in their respective duties, appoint chair people for standing and special committees as needed, and perform all other duties as are incidental to the office or required by the Board of Directors. The PRESIDENT shall be an ex-officio member of all boards and committees except the Nominating Committee. The PRESIDENT shall serve as representative for AMTA to the CSMTA Advisory Council, attending all meetings of the Council, and reporting to AMTA. The PRESIDENT shall coordinate with CSMTA, the West Central Division of MTNA, and MTNA.

2. The FIRST VICE-PRESIDENT shall plan all programs for monthly meetings and shall perform any specific responsibilities assigned by the President. In the absence of a President-Elect the FRIST VICE-PRESIDENT shall act in the absence or disability of the President, assuming all duties of the President as needed.

3. The SECOND VICE-PRESIDENT shall oversee membership, public relations, and acts as social chairperson at monthly meetings. The SECOND VICE-PRESIDENT shall act in the absence of the President and the First Vice-President, and, shall perform any specific responsibilities assigned by the President.

4. The THIRD VICE-PRESIDENT shall oversee and coordinate the success of Student Activities, as well as act in the absence of the President, First Vice-President and Second Vice-President, and shall perform any specific responsibilities assigned by the President.

5. The FOURTH VICE-PRESIDENT shall oversee all aspects regarding the management of AMTA's website, as well as act in the absence of the President, First Vice-President, Second Vice-President, Third Vice-President, and shall perform any specific responsibilities assigned by the President.

6. The SECRETARY shall keep the minutes of all AMTA Membership meetings and Board of Director meetings. The SECRETARY shall send out notices of meetings and write up the minutes of the same, keep a complete record of all members of the Association, and keep on file all papers, essays, and reports of committees, and, shall perform any specific responsibilities assigned by the President.

7. The TREASURER shall have custody of all funds and securities of the Association, pay out money as may be necessary in the transactions of the Association, endorse for collection or deposit of all checks and other negotiable instruments, keep regular books of accounts and report condition of finances monthly at meetings and whenever called for by the Board of Directors. The TREASURER shall serve as Finance Committee Chair and present the annual budget for approval to the Board as well as the Membership, and, shall perform any specific responsibilities assigned by the President.

8. The PRESIDENT-ELECT shall serve a one-year term preceding his or her term as President and will serve in the absence of the President as needed. The PRESIDENT-ELECT shall serve on the Finance Committee, the Bylaws and Standing Rules Revision Committee, and when appropriate, shall coordinate AMTA's nomination for the CSMTA Teacher of the Year selection.

9. The IMMEDIATE PAST-PRESIDENT shall remain on the board for one year following his or her tenure as President in an advisory role, serve on the Finance Committee, and serve as Chair of the following committees:

Student Scholarship Award and Fund Committee
Bylaws and Standing Rules Revision Committee
Nominating Committee

C. Terms of Officers:

The President, Vice-President, Second Vice-President, Third Vice-President, Secretary and Treasurer shall hold office for two years or until successors are elected and installed. The President-Elect shall hold office for one year. The Immediate Past President shall hold office for two years, and, shall automatically move into said office upon installation of the new President. All elected officers shall be voted on at the April meeting and installed at the May meeting.

No officer shall be eligible to serve for more than two consecutive terms in the same office, with the exception of the Treasurer.

ARTICLE V- BOARD OF DIRECTORS

A. The Board of Directors shall be made of the elected Officers of AMTA including: President, First Vice-President for Programs, Second Vice-President for Membership, Third Vice-President for Student Activities, Fourth Vice-President for Website Management, Secretary, Treasurer, Immediate Past-President, and President-Elect.

B. Duties of the Board of Directors shall be to fill vacancies on the board with the exception of the President, which shall be filled by the President-Elect. If the President-Elect Office is vacant then the First Vice-President shall fill the Office of President until a special election can be called.

C. If any member of the Board of Directors is absent from three consecutive Board Meetings, the President may appoint a member to fill said office until the next election.

D. The Board of Directors, in conference immediately following election of new officers, shall determine the date of its first meeting, and thereafter shall meet whenever it deems advisable.

E. Meetings of the Board of Directors are open to any AMTA member.

F. Appointive and special Committee Chair People may select their own committee members with the approval of the President.

ARTICLE VI- MEETINGS & ACTIVITIES

A. Membership Meetings of the Association shall be held at such time and place as are decided upon by the Board of Directors, but they shall be guided by the wishes of the membership.

B. Seven members, with a minimum of one officer, shall constitute a quorum for the transaction of business.

C. Meetings of the Board of Directors or committees may convene either by teleconference where everyone must be able to hear others simultaneously and be able to participate during the call, or by electronics, where emails must be sent to all, using the same message, and all must respond via "Reply All". When it is necessary to have a general membership meeting via electronic means to elect officers and/or amend the bylaws, the membership may do so, perhaps by completing an online survey. Accommodations must be available to those without access to computers. Any action taken will be placed in the official minutes of the next meeting.

D. Activities of this Association shall be monthly meetings with educational programs; student musicales, student achievement days, and other performance and learning opportunities as the Board of Directors shall determine.

VII. NOMINATIONS AND ELECTIONS

A. Nominating Committee:

In January of the President's second term in office, a Nominating Committee comprised of three active members, shall be established by the Board of Directors, with the Immediate Past-President serving as Chair. The purpose of the committee shall be to prepare a slate of officers, nominating one candidate for each office.

B. The Nominating Committee Chair shall notify all Active and Senior members prior to the March meeting. At the March meeting The Nominating Committee shall present the slate of officers, one name for each office.

C. The election of the officers shall take place at the April meeting. Additional nominations for each office may be made from the floor with the nominee's prior consent. Those members qualified to vote may cast ballots for one person for each office. When there is only one candidate for each office, he or she may be elected, *viva voce*.

D. Newly elected officers will be installed at the May meeting and may serve a two year term of office or until the successors are installed in office. The following officers will be elected for a two-year term: President, First Vice-President, Second Vice-President, Third-Vice President, Fourth Vice-President, Secretary, and Treasurer. The President-Elect will be elected for a one-year term on the "off year" from the preceding officers' election.

E. In the event that an elected officer must resign during his or her term in office, the President shall appoint a replacement subject to the approval of the Board of Directors. If the President must resign during their office, the President-Elect shall fill the office of President. If the President-Elect Office is vacant then the First Vice-President shall fill the Office of President until a special election can be called.

ARTICLE VIII-FINANCE

A. AMTA's fiscal year shall begin July 1 and end June 30 of the following year.

B. No debt shall be contracted or liability incurred or contract made by and in behalf of this association unless the same be authorized in the budget of by a duly recorded two-thirds vote of the Board of Directors.

C. The funds of the Association shall be deposited under its name in such bank as the Board of Directors may designate unless otherwise agreed by the Board of Directors. Withdrawal shall be

made by check signed by the Treasurer. Checks for amounts over Five Hundred dollars (\$500.00) shall be countersigned by the President. In case of inability of the Treasurer, the President, and First Vice President can sign checks until the appointment of the next Treasurer.

D. Financial records shall be presented to the Finance committee for review by the end of April, and shall be reported to the general membership at the annual May meeting.

E. Officers and committee chairs shall be reimbursed for expenses incurred on behalf of AMTA but shall not receive any compensation for completing their responsibilities.

F. In the event of the dissolution of this organization, any funds remaining in the treasury after payment of any outstanding debts shall be contributed to the MTNA Foundation.

ARTICLE IX-PARLIAMENTARY AUTHORITY

In all its proceedings and deliberations, AMTA shall be governed by the current edition of *Robert's Rules of Order Newly Revised*. (RONR).

ARTICLE X-AMENDMENTS

These By-Laws may be amended at any AMTA business meeting or by a special meeting called for that purpose, by a two-thirds vote of the members present and voting, provided a copy of the amendment has been mailed with the call to the meeting at least 30 days prior to the meeting.

Revised May 2020