

# **Katy Music Teachers Association, Inc. Bylaws**

## **ARTICLE I. NAME**

The Name of the organization shall be the Katy Music Teachers Association, Inc., hereafter referred to as the Association.

## **ARTICLE II. PURPOSE**

The purpose of this Association shall be to raise and enrich the quality of music education in the greater Katy area. It shall be organized and operated exclusively for the educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code of 1954. The Association is not organized for profit and no part of its net earnings shall inure to the benefit of any individual or entity. We propose to meet this goal in the following ways:

- A. To maintain a permanent organization;
- B. To promote higher standards in teaching music;
- C. To further student knowledge and education in the field of music; and,
- D. To encourage self-improvement in the membership.

## **ARTICLE III. AFFILIATION**

The Katy Music Teachers Association shall maintain affiliation with the Texas Music Teachers Association, including Student Affiliate, and the Music Teachers National Association, Inc., (“MTNA”) Cincinnati, Ohio, a code section 501(C)(3) organization. The local association shall operate under these Bylaws, the spirit of which is in accord with the aims and purposes of the State and National organizations.

## **ARTICLE IV. FISCAL YEAR**

The fiscal year shall be from July 1 through June 30.

## **ARTICLE V. DUES AND FEES**

Local dues and fees shall be set by the general membership upon recommendation of the Board of Directors by the April meetings of the Association.

- A. All members shall pay annual Local, State, and National dues.
- B. A member is considered to be inactive when payment dues are not received.
- C. All Local dues and fees are non-refundable and non-transferable.

## **ARTICLE VI. MEMBERSHIP**

Classifications of Membership shall include: Active and Associate Members. All members shall abide by the KMTA Bylaws. Active and Associate Members shall be engaged in the teaching of any branch of music for remuneration. Upon payment of annual dues, members are automatically classified as Active. If necessary, Associate membership may be requested and is subject to approval by the board. All members may avail themselves of the various opportunities offered by KMTA, but must be aware of and honor the requirements for each event.

### **SECTION 1. ACTIVE MEMBERSHIP**

An active member is expected to accept responsibilities, attend meetings, chair events, support the organization and participate in its activities. He shall be engaged in the teaching of any branch of music for remuneration.

### **SECTION 2. ASSOCIATE MEMBERSHIP**

An associate member is one who may not vote or hold office.

### **SECTION 3. TRANSFER OF MEMBERSHIP**

A member from another association affiliated with Music Teachers National Association, Inc., may transfer to the Association provided that the current requirements of the Association membership are met. The transferring member will submit membership documents to the Membership Chairman and pay Local dues and fees.

### **SECTION 4. TERMINATION OF MEMBERSHIP**

A person's membership may be terminated for cause, other than nonpayment of dues, by a two-thirds vote by ballot of the Association Board of Directors. The vote for termination shall occur only after the member complained against has been advised of the complaint so lodged and has been given reasonable opportunity to present information on his or her behalf. Such a member, if membership is terminated, may appeal for reconsideration of the decision by the Association Board. In no event will a dues refund be given. Termination of membership for nonpayment of dues within the prescribed time period shall be automatic and not subject to any further procedure.

## **ARTICLE VII. EXECUTIVE COUNCIL**

### **SECTION 1. OFFICER CLASSES**

The officers of the Association shall be of three classes:

- A. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer. These officers shall be elected on odd numbered years.
- B. The appointed officer shall be: Parliamentarian.
- C. The automatic officer shall be: Immediate Past President.
- D. Term of Office: Each officer shall be elected for one term of two years or serve until his or her successor assumes office. No officer shall serve consecutively for more than two terms. The term of office shall begin at the May general meeting of election year. This addition will take effect April/May 2023.

- E. Succession: Please see *Article XII. Election of Officers*. In the event of vacancy in elective office due to an unfulfilled term, the Board will appoint a KMTA member to complete the remaining term of the respective office.

## **SECTION 2. DUTIES OF OFFICERS**

Officers shall be installed at the conclusion of the May meeting.

### **A. Duties of the President:**

1. The President shall preside at all meetings of the Association, the Board of Directors and the Executive Council.
2. He shall select the appointive officers and event/committee chairmen and shall supervise the activities of the Association.
3. The President is an ex-officio member of all committees except the Nominating Committee.
4. He shall call meetings of any committee at his discretion.
5. If any vacancy occurs among the elective officers during the year, the President, with the approval of the Board of Directors, shall appoint a qualified member to fill the unexpired term.
6. Should the office of the President become vacant, the First Vice President shall assume the Presidency and fulfill the office for the remainder of the term.
7. The new President shall appoint a new First Vice President with the approval of the Board of Directors.

### **B. Duties of the Vice Presidents:**

1. The First Vice President shall assist the President when necessary, and shall, in the absence of the President, perform all the duties of that office, and shall be Chairman of the Program Committee.
2. The Second Vice President shall be Chairman of the Membership Committee and shall keep an accurate register of all members.

### **C. Duties of the Secretary:**

1. The Secretary shall record the proceedings of the Association, the Board of Directors and the Executive Council, and at the close of each administration, shall save these records and the annual Committee Reports.
2. The Secretary shall attend to the correspondence of the Association as requested by the President or Board of Directors.

### **D. Duties of the Treasurer:**

1. The Treasurer shall receive, collect, hold and pay out all moneys for routine expenditures of the Association, subject to the order of the President. He shall keep in detail a correct account of all moneys received and expended by him and present a report at each meeting.
2. He shall follow the guidelines established by Texas Music Teachers Association and Music Teachers National Association regarding the payment of dues to the State and National Associations.
3. At the end of the fiscal year, he shall prepare the financial records of the Association for submittal to a Certified Public Accountant who is not a member of the Association for the purpose of filing the appropriate tax returns with the United States Internal Revenue Service.

### **E. Duties of the Parliamentarian:**

1. The Parliamentarian shall advise officers and members as to parliamentary procedure and shall attend all Association, Board of Directors and Executive Council meetings.
  2. He shall maintain current copies of the Association Bylaws, Standing Rules, Articles of Incorporation, Roberts Rules of Order Revised, and all amendments made thereto.
  3. He shall form a committee every three years to review the Standing Rules and Bylaws and will report findings to the Board of Directors.
- F. Duties of the Immediate Past President:
1. The Immediate Past President shall serve on the Board of Directors and the Executive Council.

## **ARTICLE VIII. EXECUTIVE COUNCIL AND BOARD OF DIRECTORS**

### **SECTION 1. EXECUTIVE COUNCIL**

The elective, appointive and automatic officers shall constitute the Elective Council.

- A. The Executive Council shall have the power of the Board of Directors to act in emergencies on any business of the Association, except voting on membership applications, when it is not possible to call a meeting of the Board of Directors.
- B. The Executive Council shall submit a proposed budget to the Board of Directors for the ensuing fiscal year.

### **SECTION 2. BOARD OF DIRECTORS**

The Executive Council and the chairpersons of Publicity, Handbook, Student Affiliate, Website Administration, Theory Test, Sonatina Festival, Spring Festival, and Jazz Festival shall constitute the Board of Directors.

- A. The Board of Directors shall have general supervision and control of the affairs of the Association, shall make appropriate recommendations to the general membership and shall perform such other duties as are specified in the Bylaws.
- B. The Board of Directors shall, at its organizational meeting, approve a budget for the ensuing fiscal year. During the course of the year expenditures not in the budget shall be voted upon by the Board of Directors.

## **ARTICLE IX. COMMITTEES**

The President shall appoint chairmen for the Event/Committees that he deems necessary for the fiscal year.

### **SECTION 1. DUTIES OF EVENT/COMMITTEES CHAIRMEN**

- A. They shall contribute information to the Publicity Chairman.
- B. They shall make monthly reports at the Association meetings at the President's discretion.
- C. They shall submit annual reports, in writing, to the President when Event/Committee work is completed.
- D. They shall give to their successors all materials pertinent to their event/committees' functions including reports, finances, recommendations, etc.
- E. They shall exceed the budget only with the approval of the Board of Directors.

- F. They shall make major structural changes only with the approval of the Board of Directors.

## **ARTICLE X. MEETINGS**

### **SECTION 1. BOARD OF DIRECTORS MEETINGS**

- A. The Board of Directors meetings shall be held on Wednesday preceding the regular meeting, as called by the President. All board members are expected to attend board meetings.
- B. An organizational meeting shall be held before June 30, date to be set by the President, at which all major changes in current activities and all new activities shall be established for the ensuing fiscal year, to the fullest extent practical. In urgent situations the board may vote by phone or email.

### **SECTION 2. ASSOCIATION MEETINGS**

The Association meeting shall be held on a Wednesday of each month at 10:15 A.M., August through May.

- A. Meeting date and time may be changed by two-thirds vote of members present at any prior Association meeting.
- B. In case of an emergency, the President may change the time and date of the meeting.

## **ARTICLE XI. QUORUMS**

### **SECTION 1. EXECUTIVE COUNCIL**

Four members shall constitute a quorum of the Executive Council.

### **SECTION 2. BOARD OF DIRECTORS**

50% of the members shall constitute a quorum of the Board of Directors.

### **SECTION 3. ASSOCIATION**

30% of the Active Members shall constitute a quorum of the Association.

## **ARTICLE XII. ELECTION OF OFFICERS**

### **SECTION 1. NOMINATING COMMITTEE**

The Committee will be composed of three members, appointed and elected on odd-numbered years to nominate Elective Officers and Delegates to the TMTA Delegate Assembly.

- A. The President shall appoint the Chairman.
  - 1. In odd-numbered years, at the February meeting of the Board of Directors one association Member shall be elected by majority.
  - 2. In odd-numbered years, at the February meeting of the Association one member shall be elected by majority.

3. The Committee shall recommend a slate of one name for each office at the March meeting.
4. To be eligible for nomination, any prospective officer must have been an active member in the Association throughout the twelve months immediately prior to his nomination.
5. No member of the Nominating Committee shall be nominated for office.

## **SECTION 2. ELECTIONS**

- A. The officers of the Association (President, First Vice President, Second Vice President, Secretary, and Treasurer) shall be elected at the Association meeting in April. Nominations from the floor are in order at this time.
- B. Where there is only one candidate for an office, election may be by voice vote if it seems desirable to allow dispensing with a ballot.
- C. When necessary, an outgoing officer or chairman shall be allowed to complete the duties of his office until the end of the fiscal year.

## **SECTION 3. DELEGATES TO THE TEXAS MUSIC TEACHERS ASSOCIATION DELEGATE ASSEMBLY**

In accordance with Texas Music Teachers Association requirements, the Nominating Committee shall present a slate of delegates and alternates and shall ask for nominations from the floor at the April Association meeting during odd-numbered years. For even-numbered years, the President shall ask for nominations from the floor at the April Association meeting for a slate of delegates and alternates to attend the TMTA Delegate Assembly. Delegates shall be elected by the Association at the April meeting.

## **ARTICLE XIII. AMENDMENT OF BYLAWS**

The Bylaws may be amended at any Association meeting by two-thirds majority of these present, such amendments having been read by members at home or at the previous meeting.

## **ARTICLE XIV. RULES OF ORDER**

Robert's Rules of Order Revised shall be the authority on all questions of parliamentary procedure not covered in these Bylaws.

## **ARTICLE XV. DISSOLUTION OR LIQUIDATION**

In the event of dissolution or liquidation of the corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the object of that corporation, to organizations that would then qualify under the provisions of Section 501(C)(3) of the Internal Revenue Code of 1954 and its regulations as they now exist, or as they may hereafter be amended.