

## **Maryland State Music Teachers Association BYLAWS**

With revisions approved as of October 2023

### **ARTICLE I**

The name of the Corporation shall be Maryland State Music Teachers Association Inc.

### **ARTICLE II OBJECT**

- Section 2.01 The Corporation is an educational, nonprofit organization and the purposes for which it is formed and the business or projects to be carried on and promoted by it are as follows:
- (a) To elevate and maintain a high standard of music study.
  - (b) To assure parents and students that they may feel confident that they are under professionally competent instruction when studying with one of its members.
  - (c) To inform its members concerning advances and practices in the profession, and to hold clinics, workshops, meetings, and conferences.
  - (d) To cooperate with all the worthwhile musical organizations and to develop a close affiliation with Music Teachers National Association.
  - (e) To raise funds for carrying out the purposes set forth herein, and for conducting the Corporation.
  - (f) Section 2.01 (f): No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Third Article of Incorporation hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
  - (g) Section 2.01(g) Dissolution: Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located exclusively for such public purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **ARTICLE III MEMBERSHIP**

- Section 3.01 There shall be seven classifications of membership:
- (a) Active
  - (b) Associate

- (c) Provisional
- (d) Life
- (e) Honorary Life
- (f) Honorary
- (g) Patron
- (h) Student

Section 3.02 A person applying for membership shall present; name, address (including e-mail), telephone number, musical subjects taught, training, and additional professional qualifications in writing on the MSMTA Membership Application Form.

Section 3.03 Active Membership

- (a) Active membership shall be open to teachers of music in any of the various branches. Active members shall have the right to vote and to hold office.
- (b) All present at the organizational meeting on June 18, 1957, and the first annual meeting on October 24, 1957, shall be considered eligible as having met all requirements for admission as members.
- (c) Applicants must meet one of the following requirements:
  - (i) Graduation with a bachelor's or higher degree in music from an accredited institution of higher education.
  - (ii) Currently certified by MTNA.
  - (iii) Faculty member of a music department of a recognized school, college, university, or conservatory.
  - (iv) Examination of students. An applicant who does not qualify for membership under paragraphs (i), (ii), or (iii) may be admitted by presenting three students for examination.
    - 1. Each student shall have studied with the applicant for at least nine months.
    - 2. It is recommended that one student be studying at least at the intermediate level.
    - 3. Only one student may be a transfer student.
    - 4. Specific information concerning performance requirements may be obtained from the Membership Chair.
    - 5. The applicant shall be notified in advance of all requirements for audition.
    - 6. Applicants shall remain anonymous from the Examining Committee and shall not be present at the examination. The Chair of the Membership Committee shall notify the president and the applicant of the Examining Committee's decision. Applicants who are not approved may reapply after six months.
  - (v) Any applicant who does not fulfill any of the above qualifications may ask for special consideration by the Membership Committee whose decision will then be referred to the Board of Directors.
- (d) A successful applicant will be listed in the MSMTA directory with primary performance teaching field(s) as determined by the following criteria:
  - (i) a bachelor's or higher performance degree in the instrument(s) to be taught, a degree in music education or music theory with the instrument(s) to be taught designated as "major",
  - (ii) current MTNA certification in the instrument(s) to be taught.
  - (iii) a successful audition of one's students as described in Section 3.03 (c) (iv).
  - (iv) Situations requiring an audition for the listing of an instrumental performance teaching field include:
    - 1. a music degree with no listed instrument,
    - 2. listing more than one instrumental performance teaching field. Any instruments not covered under provisions of (d) (i) and (ii) must be auditioned.

- (v) Other musical teaching fields may be listed upon presentation of appropriate documentation.

#### Section 3.04 Associate Membership

Associate membership is open to all persons not professionally engaged in the field of music education, but who wish to support the program of MSMTA, subject to membership regulations.

- (a) Associate members may serve on committees and attend discussion meetings except Board of Directors meetings. They shall receive all Association notices.
- (b) Associate members may not vote or hold office and may not present students under the auspices of MSMTA.

#### Section 3.05 Provisional Membership

Provisional Membership shall be extended to prospective members who are working to meet the requirements of Active Membership. They may join Local Associations and shall be required to pay National, State, and Local dues. They may not hold offices, nor may their students participate in National or State activities with the exceptions of the High School Piano Examinations and the State Theory and Keyboard Musicianship programs, nor in Local competitive activities. They may not advertise themselves as Active Members of MSMTA until they have met the requirements for Active Membership. Provisional Membership shall have a maximum length of five years and shall not be renewable.

#### Section 3.06 Life Membership

- (a) Life Membership in this Association shall be granted to any Active or Associate Member upon payment of an amount fifteen times that of the annual MSMTA dues at any time during membership in the State Association. There shall be no further dues paid to the State Association.
- (b) A Past President of the Association shall be granted Life Membership at the end of his/her elected tenure. Such membership is to be exempt from the payment of State dues. A President may be granted such Life Membership by a majority vote of the Board of Directors if the officer resigns prior to the end of an elected tenure.

Section 3.07 Honorary Life Membership is the highest level of recognition conferred by the Board of Directors upon members who have given unusually distinguished service to the Maryland State Music Teachers Association or to the art of music. A member may nominate a member of MSMTA for this honor by completing the nominating form and submitting it along with the nominee's credentials and the signatures of two other members from the Board of Directors. The voting shall be by ballot and shall carry by a simple majority. An Honorary Life Member shall be exempt from MSMTA dues but is responsible for National and Local dues.

Section 3.08 Honorary membership may be given to a non-member who has rendered notable service to MSMTA or the cause of music in Maryland. Any member may present the name of a candidate to the Board of Directors along with credentials and/or reports concerning the services rendered. The Board will then vote by ballot on acceptance of the candidate and the nomination shall carry by a simple majority. Honorary members shall not pay dues and shall neither vote nor hold office. The intended recipient is allowed to opt out at his discretion. Revocation of this membership may be done for cause by a simple majority of the Board.

Section 3.09 Individuals or corporations giving \$500 or more to the general funds of the Association or for specific projects shall be designated **Patrons** of the Maryland State Music Teachers Association inc. Patrons shall be nonvoting members.

Section 3.10 Student Membership is open to any qualified music student subject to state membership regulations. A student of music is defined as a person who is currently involved in music study or is a participant in a music organization. Such a student is not required to be a music major. Age limits are 14 through 26 years of age. Such membership provides a subscription to the American Music Teacher, the MSMTA Newsletter, and admission to all programs of the Association upon payment of the registration fee, but does not include the right to vote, to hold office, to enter students in competitive events, or to apply for certification.

Section 3.11 Student Chapters, pre-college and/or college, may be formed by MSMTA through the State Chair for Local Association and Student Chapters in the following manner: a minimum of five student members of MSMTA in good standing may petition the Board of Directors for recognition as a Student Chapter upon approval of the group and its bylaws. Student Chapters must have an advisor and/or sponsor who is a member of MSMTA.

Section 3.12 Local Chapters may be formed by MSMTA through the State Chair for Local Association and Student Chapters in the following manner: a minimum of eight Active Members of MSMTA in good standing may petition the Board of Directors for recognition as a Local Chapter upon approval of the group and its bylaws.

Section 3.13 Violations and Discipline

- (a) Any member who violates any section of these By-laws, is charged with a crime in any jurisdiction, or violates the ethics policy of MSMTA, may be disciplined or have his or her membership revoked.
- (b) Any MSMTA member in good standing may petition the President requesting the discipline or removal of another member, stating the specific reasons for this action.
- (c) The President will then initiate an investigation giving notice to the Executive Committee and the affected member. The member may respond in writing within three weeks of notification. Any materials submitted after three weeks will not be considered. Verbal responses will not be allowed at any time.
- (d) If the Executive Committee believes that the petition has merit, they will direct the President to convene a Board meeting and all Board members will receive a copy of the petition, the written response, and any other materials submitted or that the President deems relevant. The Board will discuss and vote on the matter in "closed door" proceedings. Any disciplinary action requires the approval of two-thirds of all Directors. Directors who will not be present may participate and vote through a conference call or vote by designated proxy.
- (e) Any member who has their membership revoked will not receive any refund of dues and may not participate in any MSMTA event, enter any students, or attend any meetings. The member may request reinstatement after a period of two years and will only be reinstated upon a two-thirds vote of all the Directors.
- (f) If the member wishes to challenge the disciplinary action, he or she must respond in writing within two weeks of the Board's decision with an "Intent to Challenge". Failure to do so will be deemed an acceptance of the decision. MSMTA may, at its discretion, determine that any challenges must be handled through arbitration in accordance with the rules set forth by the American Arbitration Association. The member must pay all legal fees and costs incurred by MSMTA in defending the action and must place \$5,000 in escrow to ensure payment before any challenge can proceed. Failure to place the funds in escrow within three months of the date of "Intent to Challenge" will cause the Challenge to be deemed abandoned. Members being considered for this action may not ask or plead for monetary damages of any sort from MSMTA.

## ARTICLE IV OFFICERS

Section 4.01 The officers of this Association shall be a President, a President-elect, five Vice Presidents, a Recording Secretary, a Treasurer, and an Historian. If we employ a non-member treasurer, the treasurer's position will be replaced by a Vice President for Finance.

Section 4.02 All officers except the President-elect shall hold offices for two years or until their successors are elected. The president-elect shall hold office for the final year of the current president's term and will automatically assume the office of President upon the completion of the current president's term. No officers shall serve more than two consecutive terms (four years) in the same office.

Section 4.03 The President shall be the chief of the Association; shall preside at all meetings of the Association and the Board of Directors; shall be ex-officio a member of all committees except the Nominating Committee; and shall appoint chairs of all committees with exception of the Certification Board.

Section 4.04 The President-elect shall assist the President as set forth in the Policies and Procedures Manual.

Section 4.05 Vice President for Student Activities shall chair the Student Activities Committee and shall, with the approval of the President and Board of Directors, appoint student activities event chairs.

Section 4.06 Vice President for Membership shall chair the Membership Committee and either keep or oversee the keeping of accurate records of membership.

Section 4.07 Vice President for Publications shall chair the Publications Committee.

Section 4.08 Vice President for Certification shall encourage and assist MSMTA members in achieving MTNA Certification. Vice President for Certification shall also monitor the certification status of MSMTA members and make that information publicly available.

Section 4.09 Vice President for Finance shall chair the Finance Committee, be the direct representative for any non-member treasurer at Board of Directors and Executive Committee meetings, oversee the work of a non-member treasurer, and receive monthly reports of the organization's financial activity from the treasurer.

Section 4.10 The Recording Secretary shall keep a record of attendance and the minutes of proceedings of business, Board of Directors meetings, and Executive Committee meetings, and shall perform such other duties as the office may require. Minutes of meetings of the Executive Committee shall be sent to all members of the Board of Directors.

Section 4.11 The Treasurer shall perform all duties pertaining to the finances of the Association including the preparation of an annual report to the Board of Directors.

Section 4.12 The Historian shall collect and keep in a secure place all items of historical interest to the Association, including programs, pertinent newspaper and magazine articles, photographs, and correspondence.

Section 4.13 An officer of this Association or a member of a committee, who for any cause is unable to fulfill the duties of the office or committee, shall without delay notify the President in writing. In an emergency, notice may be given to the President or Secretary by the most expeditious means. A member of the committee shall forward this notice to the chair of his committee.

Section 4.14 To avoid any conflicts of interest no elected officer except the immediate Past President may hold National, Division, or affiliated State Association offices concurrently. Due to the highly specific knowledge and skills required to fulfill the duties of treasurer, the MSMTA Treasurer may be allowed to be Treasurer of an affiliated local or state organization with the approval of the MSMTA Board of Directors. This approval must be renewed each time the MSMTA Treasurer comes up for re-election. The MSMTA President may not concurrently be President of an in-state Local Association. Other State-Local office combinations are not proscribed unless the majority of the Board determines that a conflict of interest is present.

Section 4.15 Any Officer may be removed for cause, or for any reason deemed serious, by a two-thirds vote of the entire Board.

## **ARTICLE V BOARD of DIRECTORS**

Section 5.01 Composition: There shall be a Board of Directors consisting of the regularly elected officers, the Immediate Past President, the President-elect (if we have one), all standing committee chairs, one chair from each student activity, all local chapter presidents, and any member who has been elected and is presently serving on a National or Divisional committee.

Section 5.02 Executive Committee

- (a) The Executive Committee of the Board of Directors shall consist of the President, the immediate past President, the President-elect (if we have one), the Treasurer (or Vice-President for Finance), the Vice-President for Student Activities, the Recording Secretary, and the By-laws Chair.
- (b) The Committee shall meet at the discretion of the President, or upon the written request of a majority of the members of the Executive Committee with at least five days' notice to advise and consult with the President, approve routine and minor affairs, and may conduct such other business as does not require the attention of the full Board of Directors. The Executive Committee may also meet for the purpose of dealing with matters of emergency. Should a question arise as to the nature of any given business, and three members of the Board submit a timely request in writing to the President, such matter shall be referred to the next following meeting of the full Board of Directors for resolution.

Section 5.03 Meetings

- (a) The Board shall determine its own rules of procedure.
- (b) The Board shall meet prior to each MSMTA conference. A special meeting may be called by the President or by a written request to the President by five members of the Board of Directors. At least two weeks written notice for all Board meetings must be given to its members.
- (c) All Board meetings shall be open to any member in good standing of MSMTA. The Board may close any discussions with Board members only upon recommendation of any Officer if the matter involves a personnel issue.
- (d) Ten members shall constitute a quorum.

Section 5.04 The Board of Directors shall manage the affairs and funds of the association subject to these bylaws. The Board shall examine applications for the formation of Local Associations and Student Chapters under its own rules and regulations.

Section 5.05 The resignation of a member from the Board of Directors shall be sent in writing to the President who shall present it to the Board which shall then elect a member to fill an unexpired term.

Section 5.06 If the Immediate Past President is unable to fulfill expectations of that position, the Board may ask the previous Past President to fill that position. The Board may also choose to leave the position vacant until MSMTA elects a new president. The Board may not ask a person who has not been president to fill that position.

Section 5.07 Members of the Board of Directors and/or Executive Committee shall not receive compensation for their services as members, but the Board may, by resolution, authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe procedures for approval and payment of such expenses.

Section 5.08 **Removal of Director or Committee Chair**  
The President may, with the approval of the Executive Committee, remove any Director, Committee Chair, or any person holding an appointed position for cause or for any reason deemed serious. A majority vote of the Executive Committee shall constitute approval.

Section 5.09 Pursuant to Maryland State Law, the members of the Board of Directors and/or Executive Committee have a fiduciary duty to MSMTA meaning that the health of the organization takes precedence over personal (financial) issues. If a policy or action is felt to be unfair enough to contemplate legal action against MSMTA, the procedures detailed in paragraphs 9-11 in the "Dispute Resolution" section of the Student Activities Handbook must be followed. Failure to do so can be grounds for permanent expulsion from membership in MSMTA.

## **ARTICLE VI. CERTIFICATION**

Section 6.01 The MSMTA Certification program was merged into the MTNA Certification program in about the year 2000 so there is no longer a program for separate MSMTA certification.

Section 6.02 The Vice President for Certification will monitor the continuing MTNA Certification status of MSMTA members. The year of initial certification and subsequent renewals will be updated by 1 September each year in the member information online directory.

Section 6.03 Members who achieved MSMTA certification will have their achievement posted in the member information section of our on-line presence along with the date of that achievement.

## **ARTICLE VII. COMMITTEES**

Section 7.01 Each committee shall consist of at least three members unless otherwise stated in the Bylaws. Ad hoc committees may be appointed at the discretion of the MSMTA president.

Section 7.02 All committee chairs, except those elected as vice presidents, shall be appointed by the President. The Nominating Committee Chair shall be appointed by the President, not requiring Board approval. All other committee chairs must be approved by the Board at the first Board meeting following the election of officers.

Section 7.03 The Chairs of all standing Committees may choose the members of the committees that they chair. The Chairs of any ad hoc committee may select the members of that committee with the advice of the President.

Section 7.04 All committee appointments, except the Certification Board, shall be for two years. Special appointments may be made for other periods. A Chair of a Standing Committee may normally serve no more than four years in succession as chair of the same committee.

Section 7.05 The Bylaws Committee shall report to the Association with its recommendation on proposed amendments to the Bylaws subject to the approval of the Board of Directors. The Chair of the Bylaws Committee shall be the Parliamentarian of MSMTA. He/she shall conduct the Board of Directors meetings in case of the temporary incapacitation of the President and shall call and preside over a Board meeting for the purpose of selecting and appointing a President if the incapacitation becomes permanent or if the President resigns from office.

Section 7.06 The Conference Committee shall secure, with the Board approval, a suitable place to hold the Conference, make preliminary arrangements, handle registrations, and carry out other duties necessary for the Conference. This committee shall assist in planning the annual meetings in other than Conference years if requested to do so.

Section 7.07 The Local Association and Student Chapter Committee shall develop local chapters of this Association under such rules and regulations as the Board may determine and submit each new chapter to the Board for approval including their Constitution and Bylaws. When amended, a copy must be sent to both the MSMTA Local Associations Chair and the MSMTA Bylaws Chair.

Section 7.08 The Membership Chair shall examine all applications for membership, arrange for the audition of students as specified in ARTICLE III, Section 3.03 (c) (iii), and make decisions for approval based on the recommendation of the auditioning committee. The Chair is also responsible for the keeping of accurate and current records of membership, reporting all changes in membership status, address, telephone, e-mail, and teaching fields.

Section 7.09 The Nominating Committee shall consist of four members plus the Immediate Past President. The four shall be chosen in the following manner: the President shall appoint the Chair; the Board of Directors shall elect two members, and the Association shall elect one member. At least one of the five shall not be a member of the Board of Directors. The Committee shall prepare a slate to include candidates for each elected office and a candidate for Member-at-Large of the Board. This slate shall be mailed to the membership at least one month prior to the spring election.

Section 7.10 The Publications Committee shall publish the Bylaws annually, the Newsletter, and other appropriate publications of the Association. Where copyright of any written materials prepared for and at the request of MSMTA by MSMTA members is deemed necessary, the copyright will be obtained in the name of the Maryland State Music Teachers Association only and shall remain its exclusive property until otherwise assigned by the Association.

Section 7.11 The Publicity Committee shall arrange for all publicity pertaining to the activities of the Association.

Section 7.12 The Student Activities Committee shall plan and execute, with Board approval, all performance opportunities for the students of the members of this Association at the State and



National MTNA levels and shall administer the School Recognition of Private Music Study Program. A quorum for this committee shall consist of one third of its membership.

Section 7.13 The Workshop Committee shall plan and execute all workshops sponsored by the Association.

Section 7.14 The Finance Committee shall prepare a budget proposal including a continuing resolution to be presented at the last Board meeting before the end of the fiscal year that allows for payment of bills between the end of the fiscal year and the passage of the annual budget. The Finance Committee shall prepare an annual budget to be presented at the first Board meeting of the fiscal year. The Board approved budget will be printed in the first newsletter following that first meeting with a solicitation of member comments and must be ratified by the membership at the annual meeting. The Finance Committee shall assist the Treasurer when so advised. The Finance Committee may also recommend activities with the approval of the Board of Directors to raise funds for special projects. The Finance Committee shall include but not be limited to the current President, the immediate past Treasurer or immediate past Vice President for Finance, the immediate past President, the President-elect (in years this office is filled), the Chair of the Student Activities Committee, two members-at-large appointed by the President, and one member-at-large appointed by the Board. The President shall appoint the Chair. When the MSMTA employs a non-member Treasurer, the Vice President for Finance must be elected following normal procedures in ARTICLE IX.

Section 7.15 The Talent Resource Committee shall compile and maintain a catalog of members available to present programs, workshops, lectures, performances, etc. The catalog shall include biographical data as well as information on areas of expertise.

Section 7.16 The Commissioning Committee shall select a composer in each odd numbered year to write a piece for MSMTA following MTNA Composition guidelines for as long as funding comes from MTNA for such an activity.

Section 7.17 The President may remove any person as Chair of any committee specifically referenced under this Article and such removal must then be approved by the Board at the next Board meeting. For event chairs or any non-standing committees including Ad Hoc committees, the President may appoint or remove Chairs or members at his or her discretion and may dissolve any such committee at any time.

## **ARTICLE VIII. LOCAL ASSOCIATIONS**

Section 8.01 Eight or more Active Members of this Association may organize to form a Local Association which, upon approval of the Board, shall be recognized as an organized subdivision of the State Association. Each Local Association:

- (a) shall be representative of a geographical or political subdivision of the State of Maryland and shall be comprised of members of this Association residing, teaching, or active within that area.
- (b) shall carry out the purposes and assist in implementing the plans and activities of this Association.
- (c) may elect officers, assess dues, sponsor functions, and otherwise further the purposes of this Association.
- (d) may engage in independent activities and sponsor additional local functions, provided that such activities and functions are not inconsistent with the purposes and Bylaws of this Association.

- (e) shall set its fiscal and membership years to coincide with those of MTNA and MSMTA.
- (f) shall file one copy of the current Local Association governing documents with the State Local Association Chair and another with the State Bylaws Chair and shall make sure that those documents are consistent with those of MTNA and MSMTA.

Section 8.02 The independent activities and additional functions of a Local Association shall not be the responsibility of this Association which shall bear no liability, financial or otherwise, for such activities and functions.

Section 8.03 The President of each Local Association or his designee shall attend all meetings of the Board of Directors, report on activities and plans of the Local Association, and receive full information and assistance helpful to the Local Association in cooperation with the Chair of the Local Associations Committee.

Section 8.04 Any city, town, or area music teacher association within Maryland may become and remain affiliated with MSMTA by fulfilling the requirements of membership as stated in the Bylaws.

Section 8.05 The MSMTA Executive Board may suspend or terminate any Local Association at any time for justifiable cause as prescribed in the Bylaws.

Section 8.06 In referring to its affiliation, each affiliation shall use the phrase "Affiliated with Music Teachers National Association and Maryland State Music Teachers Association". This specified phrase shall be included in the constitution and bylaws of all affiliated organizations.

Section 8.07 All Local Association members must be members of both MTNA and MSMTA.

Section 8.08 Annual renewal of a Local Association shall be made without reconsideration by the MSMTA Board of Directors, provided:

- (a) that the Local Association has not formally notified the MSMTA or MTNA Boards of Directors that it wishes to discontinue affiliation.
- (b) that all changes in the governing documents of the Local Association have been filed with the MSMTA Board of Directors; and that they are consistent with the Bylaws of MSMTA and the Constitution and Bylaws of MTNA.
- (c) that the Local Association carries out the various programs of MSMTA.
- (d) that all provisions of Sections 8.01 and 8.07 of this Article continue to be fulfilled.

## **ARTICLE IX. ELECTIONS**

Section 9.01 All officers and the Member-at-Large of the Board shall be elected by May 15 by mailed ballot, electronic mail ballot, or at a membership meeting and shall assume office at the beginning of the next fiscal year, currently July 1.

Section 9.02 In the case of mailed ballots or electronic mail ballots, a non- response is counted as an affirmative vote for the slate of officers as presented by the Nominating Committee.

Section 9.03 No member shall be eligible for office who has not been a member of the Association for one year.

Section 9.04 If a vacancy in office occurs for any cause, the Board of Directors shall have the authority to fill that vacancy until the next regular election. This applies to all of the officers except that of

President, in which case the Parliamentarian/Bylaws Chair shall call and preside over a Board Meeting for the purpose of selecting and appointing a president.

## **ARTICLE X. MEETINGS**

Section 10.01 The Annual Business Meeting shall take place as part of the Annual Conference, the time and place to be approved by the Board of Directors.

Section 10.02 The President may call special meetings if requested by the Board of Directors. Notice specifying the object of the meeting shall be given to each member at least two weeks in advance.

## **ARTICLE XI. DUES**

Section 11.01 The fiscal year shall commence on July 1 and end on June 30 to coincide with the fiscal year of MTNA.

(a) The membership year for all membership categories except that of Student Membership shall coincide with the fiscal year, July 1 through June 30.

(b) The Student Membership shall be October 1 through September 30.

Section 11.02 Annual dues shall be set by the Board of Directors and shall specify a rate for Senior Members that is half that of other Active Members. The rate for Student Members is half that of Senior Members. Music Teachers National Association (MTNA) membership is required of all State members; dues as set by MTNA are payable with State dues and shall be paid directly to the National Treasurer.

Section 11.03 The Maryland State Music Teachers Association may provide for additional monies for its own use.

Section 11.04 If a member in good standing should withdraw his membership, he may be reinstated upon payment of the dues of the current year.

Section 11.05 Annual dues are not refundable.

## **ARTICLE XII. GIFTS, GRANTS, and BEQUESTS**

Section 12.01 MSMTA and any donor must come to a written agreement delineating the purpose to which this gift or grant is to be applied. Any changes in the use of a gift or grant must be negotiated with the owner as long as said donor has neither relinquished this right nor has become mentally incompetent. MSMTA retains the right to refuse a gift or grant if the Board of Directors feels the stated aims of the grant are or have become incompatible with the mission of MSMTA.

Section 12.02 MSMTA retains the right to review annually the relevance of any program funded by a bequest. If a program or function is found to be no longer useful, the funds may be applied to a program or function which is determined to be similar in spirit or intent to the original purpose of the bequest.

Section 12.03 Any undesignated gifts, grants, or bequests will be added to MSMTA's investment portfolio so that income from these gifts, grants, or bequests can be used to support MSMTA programs or functions.

Section 12.04 The terms “gift” or “grant” refer to donations given by a living person, corporation, or foundation. The term “bequest” refers to gifts we receive from an estate.

### **ARTICLE XIII. QUORUM**

Section 13.01 Five percent (5%) of the active membership shall constitute a quorum for the transaction of business.

Section 13.02 The membership may be polled by mail at the discretion of the Board of Directors.

### **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

Section 14.01 The rules contained in “Roberts’ Rules of Order Newly Revised” shall govern this Association; chaired by the Parliamentarian who is the Bylaws Chair, in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Association.

### **ARTICLE XV. DISPUTE RESOLUTION**

Section 15.01 The Board of Directors shall adopt rules for handling any and all disputes involving its various activities, committees, events and personnel. Such rules must be approved by a majority of the Board. All Directors, Officers, members, and non-members who participate in any activity of MSMTA shall be bound by the rules. The rules must be available online, in the Student Activities Book, and upon request to the President.

### **ARTICLE XVI. AMENDMENTS**

Section 16.01 These Bylaws may be amended by a two-thirds vote at any business meeting of the Association provided that notice of the proposed amendment has been sent with the notice of the meeting.

- (a) In the event of a time sensitive issue, amendments may be approved by USPS mail or by electronic mail ballot. The date for return of the completed ballots is 30 days after the day the notice was sent and must be clearly stated on the ballot. Approval requires a 2/3 vote FOR the amendment. A non-response to this ballot is counted as an affirmative vote. Any such decision must be re-ratified at the next general membership business meeting.
- (b) In the event of an extreme emergency, upon recommendation of the Executive Committee, amendments may be made by telephone ballot. with approval by two-thirds vote constituting amendment.