

BYLAWS OF THE
RICHMOND MUSIC TEACHERS ASSOCIATION, June 2020,
Of the
VIRGINIA MUSIC TEACHERS ASSOCIATION
Affiliated with
MUSIC TEACHERS NATIONAL ASSOCIATION

ARTICLE I – NAME

The name of this organization shall be the Richmond Music Teachers Association, referred to as RMTA affiliated with Virginia Music Teachers Association (VMTA) and with Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II – PURPOSE

Section 1. The purpose of the RMTA is the advancement of musical knowledge and education. Activities of the Association are aimed at the promotion of the art of music and the advancement of musical educational activities and the appreciation of music among the people of the community.

Section 2. No part of the net earnings of the organization shall inure to the benefit of any individual. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 3. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed 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. Membership classifications in this Association shall be Active, Retired, Student, and Patron. All members of this Association (except Patrons) shall hold membership in the Virginia Music Teachers Association and the MTNA.

- A.** Active membership is open to all persons professionally engaged in any field of musical activity who are members of an affiliated state association and MTNA. Such membership provides the privileges of voting, holding office, and participating in the activities of the Association.
- B.** Retired membership is open to those who have been active members for at least 20 continuous years, are age 70 or greater and are essentially retired from teaching. A member must send written notice to the MTNA executive director for this class of membership to be activated. Retired members may vote, but cannot hold elective office at the division or national levels or enter students in MTNA competitions. A retired member must also be a member of a state affiliated association.
- C.** Student membership is open to all full time college students currently involved in music study. Student members may attend all programs of the Association and will receive the Association publications. Student members shall not have the right to vote or hold office, but may enter students into competitions or other events of the Association.
- D.** Patron membership shall be individuals, organizations, institutions, or business firms wishing to support the Association and its activities. They

shall not have the right to vote, hold office, or enter students in its activities. Dues are paid to the local association.

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Section 2. Annual dues will be established by the Executive Board and approved by the members. Dues are delinquent June 30 for active members, September 30 for collegiate members, after which time members are not in good standing or entitled to any of the privileges of membership until dues are paid for the current membership year. New members may join and pay dues at any time during the fiscal year. The privileges of membership are assumed by the new member immediately upon receipt of dues by MTNA.

Section 3. The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30 for active members; the collegiate membership year begins October 1 and ends September 30.

ARTICLE IV – OFFICERS

Section 1. The officers of the Association shall be: President, President-elect (Programs), Vice President (Membership), Secretary, and Treasurer and Immediate Past President.

- A. The President shall preside at all meetings of the Association and the Executive Board, and shall appoint all standing and special committees with the approval of the Executive Board, and shall perform such other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association. He or she shall serve as an ex officio member of all committees except the Nominating Committee.**
- B. The President-elect shall serve as Program Chairperson and shall assume all duties of the President in the absence of that officer. He or she shall perform such other duties as may be designated by the President and/or Executive Board or prescribed by the parliamentary authority of the Association.**

C. The Vice President shall be Membership Chairperson and shall preside in the absence of the President and President-elect. He or she shall coordinate such activities and perform such duties as may be designated by the President and/or Executive Board or prescribed by the parliamentary authority of the Association.

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D. The Secretary shall keep the minutes of all meetings of the Association and the Executive Board, and shall perform such other duties as may be prescribed by the parliamentary authority of the Association.

E. The Treasurer shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, shall prepare an annual budget, and shall present reports to the Association as requested. The Treasurer will appoint a Financial Committee annually and serve as advisor to this committee in forming a budget. The procedure for forming a budget shall be as follows:

- 1. In early May, the Treasurer will solicit recommendations from the Administrative Board Committees for their individual budgets for the following year.**
- 2. The Financial Committee will then meet to prepare the budget.**
- 3. The budget will be presented to the Executive Committee for preliminary discussion and possible amendment, then recommended to the Administrative Board Committees at the June meeting for further discussion, amendment, and a vote of approval. The approved budget will take effect at the start of the next fiscal year on July 1.**
- 4. The approved budget will be announced at the general meeting of the membership in September, and copies of the budget will be made available to the members upon request.**
- 5. Comments concerning the budget may be submitted to the Treasurer in writing.**

- 6. An internal Auditing Committee of 2 people appointed by the President shall audit the Treasurer's report and submit an evaluation to the Executive Board annually. An external Auditing Group shall audit the Treasurer's report and submit an evaluation to the Executive Board every 5 years.**

The Treasurer shall perform such other duties as may be prescribed by the parliamentary authority of the Association.

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Section 2. Each officer shall be elected for a two year term of office and shall serve until his or her successor assumes office. The term of office shall begin at the end of the last meeting within the fiscal year, and end upon the installation of the next officer. No member shall be eligible to serve more than two consecutive terms in the same office, except the office of the treasurer.

ARTICLE V – ELECTION OF OFFICERS

Section 1. A Nominating Committee of three members shall be appointed by the President to serve for the ensuing year at the spring meeting of the first year of his/her 2-year term. The Nominating Committee shall announce a slate of one candidate for each office at the following January meeting. Additional nominations shall be permitted by contacting the Nomination Committee prior to their determination of the slate. The election of officers are voted upon either in person, virtually or by email. The Nominating Committee shall ensure that the Officers have the requisite experience to fulfill their office, namely, at least 2 years of active membership, including chairing a committee and participating in several Administrative Committee meetings.

Section 2. Officers shall be elected by ballot, either in person, virtually, or by email.

Section 3. A vacancy in any office, except that of President, shall be filled for the unexpired term by presidential appointment and approval by the Executive Board. A President-elect, appointed in this manner, cannot assume the office of President unless elected to the office in the same manner as the other officers.

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Section 4. Any officer shall cease to hold office upon termination of membership, or may be removed from office by two-thirds vote of the members present and voting at a regularly scheduled meeting. Such action may be taken when it appears evident that an officer has been or is unable to serve or is otherwise unqualified.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The Officers of the Association shall constitute the Executive Board of the Association.

Section 2. The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 3. Meetings of the Executive Board shall be held as needed, or at the request of a majority of the Board.

Section 4. Minutes of the Executive Board meeting shall be read at the next regular meeting of the Association, and posted on the website.

Section 5. Action taken by unanimous written consent of the Executive Board members via mail or electronic transmission, shall be a valid action of the Board. Such action of the Board shall be preserved and recorded in the minutes.

ARTICLE VII – ADMINISTRATIVE BOARD AND COMMITTEES

Section 1. Standing Committees of the Administrative Board shall be appointed by the President with the approval of the Executive Board to facilitate and accomplish the work of the Association. Standing Committees responsibilities and job descriptions are detailed in the RMTA Handbook, which is posted on the website.

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Section 2. Other committees, such as task forces or special committees, may be appointed by the President with the approval of the Executive Board to facilitate and accomplish the work of the Association.

Section 3. The President shall be an ex officio member of all committees, except the Nominating Committee.

ARTICLE VIII – MEETINGS

Section 1. Regular meetings of the Association will be held at such time and place as are decided upon by the Executive Board of the Association, but they shall be guided by the wishes of the membership.

Section 2. The annual meeting of the Association will be held at such time and place as are decided on by the Executive Board. The election of officers, annual

reports of officers and committees, and any other business that may arise will take place at this meeting.

Section 3. Special meetings may be called by the President or by the Executive Board or upon the written request of one quarter of the members. The purpose of the meeting shall be stated in the call.

Section 4. The quorum for a general meeting shall be ten (10) members, of which three (3) shall be members of the Executive Board. A quorum for the Executive Board shall be four (4). A quorum for the Administrative Board shall be five (5), including three (3) members of the Executive Board.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Association may adopt, or a higher level rule, i.e. the state or national association.

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ARTICLE X – AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Association by a two-thirds vote via in person ballot, mail ballot, or electronic ballot, provided that the amendment has been submitted in writing at the previous regular meeting.