

The Pensacola Music Teachers Association Bylaws 2011

ARTICLE I – NAME

The name of this organization shall be: Pensacola Music Teachers Association; affiliated with Music Teachers National Association, Inc. (MTNA) Cincinnati, Ohio, a code Section 501(c)(3) organization; affiliated with Florida State Music Teachers Association (FSMTA); herein referred to as PMTA.

ARTICLE II – OBJECT

The goals and objectives of PMTA shall be:

Section 1.

Said organization is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization 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 purpose clause hereof.

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 (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 this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code, of (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3.

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

Section 4.

Provide assistance to talented music students.

Section 5.

Advance the interest of teachers, music, and musicians.

ARTICLE III – COMMUNICATION

Section 1.

The term “publications” refers to both printed and online formats of distributing information.

Section 2.

Acceptable forms of communication with the membership shall be defined as information distributed by at least one of the following methods:

- A. Printed mailings sent to the membership
- B. Emails sent to the Association's group email list
- C. The Association's website

Section 3.

The website of the Pensacola Music Teachers Association shall serve as the Association's newsletter and yearbook, and will be used for all registrations, schedules, and information regarding activities for teachers and students.

Section 4.

Members who do not have access to a computer or the Internet may request that printed copies of online information be mailed directly to them. Hard copies will be provided to these teachers only, and only upon request.

ARTICLE IV - MEMBERSHIP

Membership shall consist of three classes:

Section 1.

ACTIVE members shall be limited to active members of the Florida State Music Teachers Association (FSMTA) in good standing. The Membership Chairman must endorse applicants. Active members have all privileges of membership, including voting and holding office.

Section 2.

ASSOCIATE members shall be limited to non-teachers who are interested in the advancement of music. Associate members may participate in all activities of the association except holding an elected office and voting. They may serve as appointed to membership on committees, but may not serve as chair.

Section 3.

STUDENT members are admitted as dictated by the FSMTA handbook bylaws (Article 5, Section 3 – Student Membership).

ARTICLE V – OFFICERS

Section 1.

The elected officers shall be:

- A. President
- B. Vice President for Programs
- C. Vice President for Publications (see Article III - Communications)
- D. Secretary
- E. Treasurer
- F. Parliamentarian (Past President)
- G. President-Elect

Section 2.

Term of office shall be two years, beginning and ending in the odd-numbered years.
An officer may succeed himself/herself by election only.

Section 3.

Duties of Officers:

- A. President: It shall be the duty of the president to preside at all regular and called meetings of PMTA and the Executive Board. He/she shall appoint chairmen of all committees and be an advisory member of each committee. The president shall perform all duties directed by the State association.
- B. Vice President for Programs: In the absence of the President, the Vice President for Programs shall perform all the duties of the President. He/she will also serve as Program Chairman during the specified term and schedule programs, places and dates for all monthly meetings, and communicate with the Vice President of Publications to provide timely announcements to the membership.
- C. Vice President of Publications: In the absence of the President or the Vice President of Programs, the Vice President of Publications shall perform all duties in the absence of that officer, or shall perform all duties of the President and the Vice President for Programs in the combined absence of those officers. The Vice President of Publications shall edit and distribute to each member of PMTA, at least one month in advance of the general meeting, information regarding that meeting, and any other vital information. He/She shall be responsible for assembling the PMTA yearbook, including the annual calendar of events, and have it available to the membership by the September meeting. Refer to Article III for accepted forms of distribution of this information.
- D. Secretary: The Secretary will keep accurate records of all meetings and activities of the Association, issue notices and carry on all correspondence assigned by the President and /or the Executive Board. If the Secretary cannot attend any meeting, it will be the duty of that person to appoint a substitute for that specific time.
- E. Treasurer: The Treasurer will receive all monies and make disbursements as approved by the President of the Executive Board and prepare a financial statement to be read at the monthly meetings. In the case of the Treasurer's absence, a financial report shall be sent to the President before the scheduled meeting.
- F. Parliamentarian: The Past President will act as advisor and observe *Robert's Rules of Order* as deemed necessary.
- G. President-Elect: The President-Elect shall attend Executive Board meetings in order to become familiar with the responsibilities of the President, the workings of the Executive Board, and the duties of its officers. Should the office of President become vacant before the end of the President's term, the President-Elect shall assume the office of the President for the remainder of that term. During the next election year, the President-Elect shall become a candidate for the office of the President.

ARTICLE VI – EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of the six elected officers and the appointed Parliamentarian, and shall manage the affairs of this association.

Section 2.

The Executive Board is empowered to fill vacancies occurring on the Executive Board.

Section 3.

Members are permitted to attend Executive Board meetings. Elected Board voting privileges are limited to the Executive Board members and Parliamentarian. A quorum of the Executive Board shall be defined as four voting members present at an Executive Board Meeting.

Section 4.

The Executive Board may cancel the membership in PMTA of any member due to unethical practices or delinquency in dues.

Section 5.

It shall be deemed mandatory for the officers of the Executive Board to attend all meetings barring illness or emergencies.

Section 6.

The new and outgoing boards shall meet during the summer as determined by the President, at which time the exchange of association documents will take place and the year's programs shall be discussed and planned.

Section 7.

Committees shall be appointed by the President as needed to carry out the activities of the association. All chairpersons shall be active members of PMTA. These appointments should be made prior to publication of the yearbook and so noted.

Section 8.

An internal audit committee consisting of two Executive Board members and one member at large appointed by the President shall review the books of the Treasurer. The president shall appoint the audit committee every April. The audit will take place by June 30.

Section 9.

The Executive Board may conduct business, discuss issues, and vote via email when called business meetings are not practical, but the Executive Board must have at least two called business meetings per year with all Executive Board members present. Online voting conducted by the Executive Board will be considered official and entered into the minutes as regular business.

ARTICLE VII – ETHICS

Section 1.

The Ethics committee shall, without fear of favor, promptly handle any infringement of the Code of Ethics of FSMTA, whether of its own knowledge or by report from one (1) or more members of the Association, or persons outside of the Association. (See Article XIX of the FSMTA Bylaws).

Section 2.

An ad hoc ethics committee shall be formed as needed by appointment from the President, unless the President is involved in the ethics charge. In this event, a Vice President shall appoint the committee.

Section 3.

The Ethics committee shall consist of the current ethics chairman, a past president, and a member at large.

ARTICLE VIII – MEETINGS

Section 1.

The Association shall hold monthly meetings September through April, excluding December. These meetings will be announced online, and through bi-monthly postcard notices prior to the meetings.

Section 2.

Special meetings may be called at any time by the President, upon recommendation of the Executive Board.

Section 3.

A quorum of the Active membership shall be defined as 10 members.

Section 4.

The election of officers will be held at the regular business session of the April meeting during an election year.

ARTICLE IX -NOMINATIONS AND ELECTIONS

Section 1.

The President shall appoint a nomination committee of three active members no later than the January meeting.

Section 2.

The names of the nominees for officers shall be presented to the membership at the March meeting and these candidates shall be voted upon in April with nominations from the floor to be made at that time. New officers shall take office at the conclusion of the first summer Executive Board meeting.

Section 3.

Any active teacher in good standing for a period of one year shall be eligible for any elected office. The nomination committee must first consider persons who have served on the Board for two years for the office of President. No person shall be nominated as a candidate for an office without the consent of such person having been previously obtained.

Section 4.

Voting shall be by printed or online ballot unless there is only one candidate for any office, in which case the ballot may be dispensed with and an oral vote taken.

ARTICLE X - FEES AND DUES

Section 1.

Annual dues for all categories of membership shall be paid in amounts as established by the Executive Board and approved by the general membership.

Section 2.

Dues are delinquent as specified by MTNA (July 1). Unless dues are paid at least one month after the date announced by MTNA (August 1), delinquent members will be dropped from the roll. MTNA must receive and post delinquent dues as paid prior to September 30th for teachers to participate in national, state or local contests or festivals.

Section 3.

Members may be assessed fees for approved activities of PMTA when necessary, and same must be paid as requested.

ARTICLE XI – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the active membership.

Bylaws last revised upon approval by the general membership on May 28, 2011.