

BYLAWS

Updated 1993 Article V, Section 1

UPDATED 1997, by vote of the membership re: Article I; Article III, Section 2; Article V, Sections 6, 8.

REVISED 2009, by vote of the membership Sept. 2. re:

Article III, Section 1; Article IV; Article V, Sections 1, 2, 4, 5, 6; Article VII, Section 2G; Article VIII, Section 2.

REVISED 2010, by vote of membership May 5, 2010 re: Article I; Article IV, Section 1.

ARTICLE I

The name of the corporation will be Bay Area Music Teachers Association, and it will be located in the Bay Area and the Southeast portion of Houston, Texas. Bay Area Music Teachers is affiliated with Texas Music Teachers Association and Music Teachers National Association.

ARTICLE II

Purpose

SECTION 1. It is the purpose of this corporation, Bay Area Music Teachers Association, to promote the art of music and the advancement of musical knowledge by disseminating the knowledge of musical activities and the appreciation of music through:

1. Stimulating its members to greater effectiveness in teaching music;
2. Practicing and promoting high ethical standards in professional and business dealings;
3. Encouraging fraternity and good fellowship in the music teaching profession;
4. Encouraging support of all worthwhile musical activities to contribute to the cultural growth of our city, state, and nation;
5. Providing opportunities for young musicians to see the broader scope of music and musicians.

SECTION 2. Bay Area Music Teachers Association shall be an independent, nonprofit, tax exempt organization supported by funds received from donations, grants, projects, and dues.

ARTICLE III

Board of Directors

SECTION 1. NUMBER, TERM OF OFFICE, AND QUALIFICATIONS. The number of Directors shall be not less than eight (8) nor more than ten (10), but this may be increased or decreased from time to time by amendment to the Bylaws. The Board of Directors shall serve a term of two (2) years and will include the elective and appointive officers and the Immediate Past President.

SECTION 2. MEETINGS. The Board of Directors shall have at least one annual meeting by the first Wednesday of September and such other meetings as shall be determined by the resolution of a majority of the Board. The quorum for Board meetings shall be five (5).

SECTION 3. COMMITTEES. The Board of Directors shall establish or authorize such committees as it shall deem necessary.

SECTION 4. CORPORATE POWERS. The Affairs of the Corporation shall be managed by the Board of Directors. They shall have the right to acquire by purchase or gift or otherwise, real and personal property of every kind, to hold, use, or dispose of in the name of the Corporation. The title of all property shall be vested in the Corporation.

ARTICLE IV

Membership

SECTION 1. Membership in the Corporation shall be unlimited in number and shall be open to all individuals living in the Bay Area (as defined in the yearbook) who are interested in music education. Membership applications shall be made to the membership chairman who will recommend the applicant's appropriate membership category as stated in the Bylaws (Art. IV, Sec. 1, A, B, C, D, E). The membership chairman will present the application to the board. The board will determine the appropriate category of membership. The membership chairman will present the applicant to the active members present at a regular meeting. The membership chairman will advise the applicant of the registration and dues payment procedure. When the membership chairman determines that all dues (local, state, and national) have been paid, the applicant becomes an official member.

A. ACTIVE MEMBERS may vote, hold office, and present pupils in contests and on programs sponsored by the Corporation. Active members will also belong to Texas Music Teachers Association and Music Teachers National Association. Active status may be obtained by those teachers who:

1. Have been nationally certified by the MTNA; or
2. Have earned a Bachelors degree or artist's diploma in music from an accredited institution; or
3. Have studied his or her instrument or singing privately, with a qualified teacher for a minimum of eight (8) years and shall have met three (3) of the four (4) requirements below:
 - a. Taught successfully for four (4) of the eight (8) years immediately prior to applying for membership; and/or
 - b. Presented three performing students before the membership committee as evidence of a high standard of teaching. A brief outline must be submitted outlining the current year's study for each student. Applicant may present two (2) individual students and one group. Auditions shall be held at the discretion of the committee; and/or
 - c. Performed one standard advanced composition from each of the Baroque, Classic, Romantic, and Contemporary periods, showing a knowledge of literature, style, and performance. (Memorization is optional.); and/or
 - d. Earned ten (10) points for activities listed below in the three years prior to applying for active membership as outlined below.

Points are:

- (1) Continuing Education: workshop (1 point/6 hours); college courses in music or related area (1 point per semester hour earned)
- (2) Private study: (1 point per 4 months)
- (3) Public performance by applicant (1 point per performance.)

B. ASSOCIATE MEMBERSHIP Associate membership shall consist of those music teachers who meet the standards for active membership (Sec 1.A) but now request an inactive status in the Corporation. Associate members shall have all rights and privileges, except voting, holding office, presenting pupils on programs and contests sponsored by the Corporation.

C. PATRON MEMBERSHIP. Patron membership shall include those actively engaged in a profession or business pertaining to music. Patron members may attend meetings, but are not privileged to vote, hold office, present students on programs and contests sponsored by the Corporation.

D. HONORARY MEMBERSHIP. An honorary member shall be an individual who has functioned seriously and consistently and has shown selfless dedication to the advancement of music. An honorary member shall be exempt from all dues and assessments. He or she may attend any meetings, but shall not be privileged to vote or hold office. An honorary member shall be voted upon by a two-thirds majority of the active members at a regular meeting of the Corporation upon recommendation of the Board of Directors.

E. PROVISIONAL MEMBERSHIP. Provisional membership shall be granted to an individual who has applied for membership and who is working to meet requirements for Active Membership as stated in the Bylaws, Article IV, Sect. I, A (3). The provisional member's status shall be reviewed after a three (3) year period or sooner at the individual's request to evaluate progress toward active membership. An extension of provisional membership may be granted at the discretion of the Board of Directors on the recommendation of the Membership Chairman. Provisional members may attend all meetings and present students on programs and contests sponsored by the Corporation, but are not privileged to vote or hold elected office.

SECTION 2. MEETINGS. Regular meetings during the month of September through and including May shall be held on date planned by the Program committee and approved by the Board of Directors. These dates, times, and places will be printed in the Corporation yearbook. The purpose of the meetings is to (1) hear reports, (2) conduct such business as shall properly come before the corporation, (3) elect officers in alternate years. The quorum for the meeting shall be ten (10) members eligible to vote. The act of a majority of the members present, or represented by proxy and eligible to vote, at annual or special meetings, shall be the act of the members.

ARTICLE V

Officers

SECTION 1. Officers of this Corporation shall be: President, Immediate Past President, Vice Presidents, Secretary(ies), Treasurer(s), Parliamentarian, and Historian. All officers except the Parliamentarian and Historian shall be elected from and by the members eligible to vote at the April meeting for a term of two (2) years. An officer may succeed himself, but may not serve more than one office within the Corporation simultaneously.

A. NOMINATIONS, ELECTIONS, AND VACANCIES. A Nominating Committee of five (5) members shall be elected by the Board of Directors and announced at the February meeting in alternate years. The nominating committee shall nominate persons representing a cross section of the business, residential, and cultural communities. The committee shall obtain the consent of the nominees to serve in the given capacities as outlined in these bylaws and shall present their names for election. Further nominations, with the consent of the nominee, may be submitted by a member of the Corporation to the Nominating Committee. These nominations must be received one month in advance of the meeting at which elections will be held.

In alternate years, a slate of officers shall be sent to eligible voting members 2 weeks prior to the election meeting. The Election of Officers shall be held at the April meeting of alternate years. A Majority of all votes cast shall elect. Voting shall be done by secret ballot, except in cases of only one nominee, when votes may be taken by acclamation.

Any vacancies in offices shall be filled by appointment of the Board of Directors until the next regular election meeting. Such appointed officers may then be elected for a full two-year term.

B. APPOINTED OFFICERS. The appointed officers of this Corporation shall be: Parliamentarian and Historian. These officers are appointed to their position by the President of the Board of Directors.

SECTION 2. PRESIDENT. The President shall be the chief executive officer of the Corporation and of the Board of Directors. He shall be in general charge of the properties and affairs of the Corporation in the ordinary course of its civic and professional purposes. He shall preside at all meetings, may sign and execute all bonds, contracts, and other obligations in the name of the Corporation and shall serve as ex-officio member of all Corporation Committees. The President shall appoint chairmen for each of the standing or special committees for a two (2) year term. The President shall continue to serve on the board for an additional two (2) years as Immediate Past President in order to provide continuity to the incoming board. The Immediate Past President shall serve as advisor to the President and perform other duties assigned by the Board and applicable to the office.

SECTION 3. VICE PRESIDENTS. There shall be three (3) Vice Presidents of the Corporation. Each shall have the duties as outlined below. In the absence of the President, the First Vice President shall perform the duties of the President. In the absence of both the President and the First Vice President, the Second Vice President shall perform the duties of the President. In the absence of the President and both the First and Second Vice Presidents, the Third Vice President shall perform the duties of the President.

A. FIRST VICE PRESIDENT. The First Vice President shall be the Chairman of the Program and Workshop Committee and shall carry out programs with the approval of the Board of Directors.

B. SECOND VICE PRESIDENT. The Second Vice President shall be the Student Affiliate Chairman and shall make all arrangements related to the Student Affiliate and see that they are carried out properly at the local and state levels.

C. THIRD VICE PRESIDENT. The Third Vice President shall be Chairman of the Membership and Certification Committee and shall pass on applications and make recommendations on applicants to the Board of Directors.

SECTION 4. RECORDING SECRETARY. The Recording Secretary shall keep the minutes of all meetings of the Board of Directors, Committees, and general meetings in books provided for that purpose and shall attend to giving and serving of all notices and perform all duties incident to the office of Recording Secretary, subject to the control of the Board of Directors. In the absence of the Presidents, the Recording Secretary shall perform the duties of the President. At the expiration of his term of office, all records and papers in his possession shall be turned over to the successor.

SECTION 5. CORRESPONDING SECRETARY. The Corresponding Secretary shall conduct correspondence of the Corporation and shall read all communications to the body. At the expiration of his term of office, all correspondence in his possession shall be turned over to the successor. This office may be combined with that of the Recording Secretary as one office of Secretary.

SECTION 6. TREASURER. The Treasurer shall have custody of all funds and securities of the Corporation. He shall keep full and accurate accounts of all monies received and paid out in the name of the Corporation. He shall sign checks jointly with the President on only the BAMTA account. A Student Affiliate treasurer may also be elected to manage the Student Affiliate Account. The Treasurer(s) shall submit monthly reports of the accounting records to the Board of Directors, a copy of which is to be filed with the Recording Secretary. Accounting records may be audited upon the direction of the President. The Treasurer shall be chairman of the Finance Committee and shall collect all dues from members. At the expiration of his term of office, all records and papers in his possession shall be turned over to his successor. In the event a Treasurer cannot be found from within the organization the executive board may contract outside personnel to handle the financial bookkeeping as necessary.

SECTION 7. PARLIAMENTARIAN. The Parliamentarian shall answer all points of parliamentary usage on request of the presiding officer. Robert's Rules of Order shall be the authority.

SECTION 8. HISTORIAN. The Historian shall keep a scrapbook containing programs, press notices, etc., dealing with the Corporation.

ARTICLE VI Advisory Board

SECTION 1. APPOINTMENT. The Advisory Board members shall be asked to serve at the discretion of the Board of Directors, with their terms, duties, and activities designated by the Board of Directors.

SECTION 2. PURPOSE. The purpose of the Advisory Board is to advise and consult with the Board of Directors on goals, activities, projects, and development of the Bay Area Music Teachers Association.

ARTICLE VII

Committees

SECTION 1. STANDING AND SPECIAL COMMITTEES. Members of standing and special committees shall be appointed by the Board of Directors. The President shall appoint a chairman for each of the standing and special committees. In general, the duties of the chairman of each of the standing and special committees shall be as follows:

A. At the discretion of the President, Committee Chairmen shall make monthly reports of committee activities at the regular meetings of the Corporation.

B. Committee Chairmen shall contribute news items and information about committee activities at the regular meetings of the Corporation.

C. Committee Chairmen shall submit annual reports of committee activities and finances for the fiscal year at the June 1 meeting of the Board of Directors.

D. Committee Chairmen shall endeavor to make activities financially self-sustaining.

SECTION 2. STANDING COMMITTEES.

A. PROGRAM AND WORKSHOP COMMITTEE. The Program and Workshop Committee shall plan programs and workshops with topics in accordance with the purpose of the Corporation. This committee shall see to the details of carrying out such programs after they have been approved by the Board of Directors. The Program and Workshop committee shall be chaired by the First Vice President.

B. STUDENT AFFILIATE COMMITTEE. The Student Affiliate Committee shall make all arrangements related to the Student Affiliate and see that they are carried out properly at the local and state level. The Student Affiliate Committee shall be chaired by the Second Vice President and shall appoint the necessary chairmen within the Student Affiliate Committee to attend to specific Student Affiliate events.

C. MEMBERSHIP COMMITTEE. The Membership Committee shall give information to potential and prospective members regarding the Corporation and application process for membership. The Membership Committee shall distribute Membership Application forms to prospective members. The Membership Committee shall recommend Membership applicants at a called meeting of the Corporation. The Chairman of the Membership Committee shall be the Third Vice President.

D. CERTIFICATION COMMITTEE. The Certification committee will distribute forms and answer questions regarding National Certification. The Chairman of the Certification Committee shall be appointed by the President.

E. NOMINATING COMMITTEE. The Nominating Committee shall select a slate of officers, obtain their consent to serve in given capacities, and present their names for election in election years as published in these Bylaws. (Art. V, Section 1, A). The Chairman of the Nominating Committee shall be the President.

F. INDEPENDENT MUSIC TEACHERS FORUM COMMITTEE. The Independent Music Teachers Forum Committee has the responsibility for planning one program during the year pertinent to the needs of the independent piano teacher. The Chairman of the Independent Music Teachers Forum Committee shall be appointed by the President.

G. COMMUNICATION COMMITTEE. The Communication Committee shall be in charge of contacting the members of the Corporation as needed. The Chairman of the Communication Committee shall be appointed by the President.

H. YEARBOOK AND NEWSLETTER COMMITTEE. The Yearbook and Newsletter Committee shall gather and present information pertinent to members and to the efficient management of the Corporation in the form of an annual yearbook which is presented to the members at the September meeting. The Yearbook and Newsletter Committee shall be responsible for the details of preparing and distributing a regular newsletter to the Corporation members. The Chairman of the Yearbook and Newsletter Committee shall be appointed by the President.

ARTICLE VIII

Finances

SECTION 1. DUES. Dues shall be set by the Board of Directors for the different classes of membership and published in the yearbook. Dues shall be paid annually on or before June 1, and will become delinquent on July 31. Delinquent members will be notified by the Treasurer, and unless their dues are paid by August 15, they will be dropped from membership. Delinquent members may be reinstated after August 15 by written request to the Board of Directors and a full payment of dues plus a ten dollar (\$10.00) delinquent fee.

A. Active, associate, and provisional members shall pay annual dues which will include local (Bay Area Music Teachers Association), state (Texas Music Teacher Association), and national (Music Teachers National Association) dues. Members belonging to other MTNA affiliated organizations, upon presentation of proof of membership, will be credited for State and National dues. Dues paid by new members after April 1 shall apply to the next fiscal year. Names of members in good standing as of July 31 shall be included in the yearbook.

B. Dues for patron members shall be determined by the Board of Directors.

C. Only members who have paid dues in full for the current fiscal year may present students on programs and contests sponsored by the Corporation.

D. An active member of BAMTA may request a leave of absence for one year by submitting a written request accompanied by local dues payment to the Board of Directors prior to June 1. Upon expiration of a leave of absence a member will be returned to his prior membership status upon payment of the coming year's dues.

SECTION 2. The accounts of the Treasurer shall be audited within 90 days following the end of the fiscal year (June 30). An audit committee shall be designated by the President to undertake the audit.

SECTION 3. In the event of the dissolution of this Corporation at any time or for any reason, all of the funds and assets shall be distributed to any one or more corporations, associations, or institutions as may be determined by a majority of the members. The receiver of any such funds shall be wholly of a public and tax-exempt nature and engaged in cultural pursuits. No contributor shall ever derive any financial gain from this Corporation or its dissolution.

SECTION 4. FISCAL YEAR. The fiscal year of the Corporation shall begin July 1 and end June 30.

ARTICLE IX Amendment

These bylaws may be amended by two-thirds vote of those members present or represented by proxy at any meeting of the Corporation, provided that prior notice of a proposed bylaw amendment has been given in writing to the membership, and a quorum is present.

Executed this 25th day of January, 1983.

Jill Robinson Kilzer
Secretary