

**Northeast Area Music Teachers Association**  
**By-Laws** (revised 1/17/2019)

ARTICLE I. NAME

The name of this organization shall be the Northeast Area Music Teachers Association, referred to as NAMTA a component part of the Iowa Music Teachers Association and affiliated with Music Teachers National Association (MTNA), Cincinnati, Ohio, a Code Section 501 ( c ) ( 3)

ARTICLE II. PURPOSE

**Section 1.** The purpose of the Association is the advancement of musical knowledge and education and improvement of standards of music instruction. 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 northeast area of the state of Iowa.

**Section 2.** No part of the net earnings of the organization shall inure to the benefit of any individual.

ARTICLE III. MEMBERSHIP

**Section 1.** Classes of Membership.

The following membership classes are open to those who meet the respective qualifications and pay the annual dues provided for the respective classification as stated in the Standing Rules:

- a. **Active Membership** shall be open to all individuals who are professionally engaged in any field of music activity who are also members of MTNA/IMTA. Active membership provides the privileges of participating in all Association activities and programs, to vote, hold office, and receive the NAMTA Newsletter.
- b. **Student Membership** shall be open to all full-time college students currently involved in music study. Student members shall be entitled to attend programs of the Association upon payment of dues and receive the NAMTA Newsletter, but shall not have the right to vote or hold office. College students who are members of MTNA are eligible to enter students in IMTA competitive events if they are members of NAMTA. Student members' students can enter all non-competitive IMTA/NAMTA events. Pre-college students (Grades 9-12) may become members of IMTA/NAMTA upon payment of dues.

- c. **Patron Membership** is open to firms, schools and individuals interested in activities of the Association and wishing to support the programs of the Association. Patron members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the official NAMTA Newsletter, but shall not have the right to vote, hold office or enter students into IMTA/NAMTA competitions. The names and business affiliation of Patron members shall be listed in the yearbook.
- d. **Honorary Membership** may be conferred upon individuals who have been recommended by the Board by virtue of distinguished service to NAMTA or to the art of music.
- e. **Emeritus Status** may be granted to retired members with the approval of the membership to allow them to receive the NAMTA Newsletter and attend meetings as they are able.

**Section 2. Membership Year**

The membership year for all membership categories except that of student membership shall coincide with the fiscal year, July 1 to June 30. Annual dues must be paid by September 1 of the membership year, or for first-time members, by October 1 in order to enter students in IMTA competitive and non-competitive events. Memberships issued after July 1 will be applied in full to the current fiscal year, and will not be prorated. The student membership year shall be October 1 to September 30.

**Section 3. Termination of Membership**

Membership in the Association may be terminated by the member or revoked as prescribed in Article IX Section 6 in the bylaws of IMTA.

**Section 4. Resignations**

A member in good standing may resign from the Association by submitting a letter of resignation to the President who will remove that member from the membership roster. No dues refund will be given.

**Section 5. Reinstatement**

A member who resigned in good standing or who allowed annual dues to lapse may reactivate his/her membership by requesting such action and paying the current dues. If continuous membership is desired, the member must pay all dues accruing from the time of non-renewal through the current year.

#### ARTICLE IV. EXECUTIVE BOARD

**Section 1.** The management and government of the Association vesting in the Board consists of elected officers – President, V.P. for Programs, V.P. for Membership, Secretary, Treasurer, Newsletter Editor, Website Editor, Reporter, Historian, Advisors and Appointed – chairman-Festival, Auditions, STAC, Scholarship, Courtesy/Foundation Coordinator, Certification and Pedagogy Workshop.

**Section 2.** Robert’s Revised Rules of Order shall serve as Parliamentary Authority for the Association.

**Section 3.** QUORUM - A majority of the Executive Board present shall constitute a quorum.

#### ARTICLE V. OFFICERS AND CHAIRMAN

##### **Section 1.** Elected Officers

The elected officers of the Association shall be a President, Vice President for Programs, Vice President for Membership, Secretary, Treasurer, Newsletter Editor, Website Editor, Reporter, Historian, and Advisors.

- a. The **President** shall preside at all meetings, supervise all affairs of the Association, instruct all officers in their respective duties, appoint any chairpersons of standing and special committees as needed, and perform all other duties incidental to the office including keeping the President’s notebook.
- b. The **Vice President in charge of Membership** will act in the absence or disability of the President and is responsible for membership. The duties include orientation and education of Active members, being cognizant of participation and attendance, and welcoming new members, contacting prospective members, arranging for hostesses for monthly meeting, updating the yearbook and keeping a file for the office.
- c. The **Vice President in charge of Programs** will act in the absence or disability of the President and Vice President in charge of Membership and is responsible for programs and activities. The duties include setting up the meeting locations, contacting the program or workshop leader for special arrangements, giving information monthly to the reporter and newsletter editor for publication and keeping a file for the office. The President may appoint one or two people to work with the V.P. in charge of Programs.
- d. The **Recording Secretary** will keep the minutes of all business meetings, keep a file of all papers important to the business of the organization, and submit the minutes to the Newsletter Editor for publication and to the President for the President’s book. At the close of the final term of office, the Recording Secretary shall pass on a file of minutes to the duly elected successor.

- e. The **Treasurer** has custody of all funds, gives notice of June payment of dues during the May meeting, actively seeks dues from delinquent members, pays out of the account, endorses, collects and deposits all checks, keeps regular books of the account and reports the condition of finances at each meeting, and prepares an annual budget for approval. The treasurer is responsible for keeping an up-to-date list of the membership of the Association in cooperation with the Vice President for Membership. The Treasurer shall show evidence of an annual audit of the books.
- f. The **Newsletter Editor** will compile a newsletter monthly September through May (with the exception of December), and will email the newsletter to each member. The Editor may request that members write articles as she/he sees fit.
- g. The **Website Editor** will maintain the NAMTA website and keep all information up to date. The Editor will make recommendations regarding website hosting, should a change be necessary or in the best interest of the organization.
- h. The **Reporter** will prepare a news release of any meeting prior to the date of the meeting and disseminate the release to area newspapers for publication.
- i. The **Historian** is responsible for collecting, organizing and preserving all printed copy in a club notebook. In order to collect the copy, the Historian will call upon members to assist from the area newspapers.
- j. The **Advisor(s)** serves in the capacity of counselor to the Board. The immediate Past President may often serve in this office.

**Section 2. Term of Office**

Each officer shall hold office for two years and until their successors are elected at the spring meeting or until his/her death, or until he/she shall resign. No person may hold the same elected office for more than two (2) consecutive terms except the Treasurer, who may be re-elected without restriction, or other officers at the discretion of the President and membership. The term of office shall begin at the end of the last meeting within the fiscal year, and end upon installation of next officer.

The following positions shall be elected in even years:

President, V.P. Programs, Treasurer, Reporter, Historian

The following position shall be elected in odd years:

V.P. Membership, Secretary, Newsletter Editor, Website Editor

**Section 3. Appointed Officers**

Standing Committee chairs shall be IMTA Festival, IMTA Auditions, STAC (Student Teacher Achievement Clinic, Scholarship, Courtesy/Foundation coordinator, Certification-and Pedagogy Workshop.

- a. Standing committee chairs shall perform all duties necessary for successful operation of their committee/office as appointed by the president.

**Section 4.** Special Committee chairs serve the function on a singular or special event (i.e. float). The chairs, once appointed by the president, may then appoint their committees from among the membership.

**Section 5. PUBLICATIONS**

The official publications of this organization shall be the NAMTA Newsletter and annual NAMTA Yearbook.

ARTICLE VI. NOMINATIONS AND ELECTIONS

**Section 1. Nominating Committee**

A Nominating Committee shall be appointed by the president in February. The committee shall consist of the Immediate Past President who shall serve as chair, and two other members who will prepare a slate of candidates for each office. A minimum of one name shall be nominated for each office.

The nominating committee report will be made at the March business meeting at which time nominations from the floor are in order.

**Section 2. Election**

Voting for officers will occur in April. Voting will be by ballot except in the event of only one nominee for an office in which case the presiding officer may declare the nominee elected by acclamation. Each member may vote in person or by written proxy.

**Section 3. Installation of Officers**

Duly elected officers shall be installed at the regular May meeting upon which their term will begin on July 1<sup>st</sup> of that year . Officers will be given written descriptions of the responsibilities and any records kept by the previous office holder will be transferred when appropriate.

ARTICLE VII. MEETINGS

**Section 1. Program Meetings**

Program meetings will be held the second Friday of September, October, November, January, February, March, April and May (unless a different day is decided upon by the Program Chair/committee).

**Section 2. Special Meetings**

Business meetings will be held immediately prior to the monthly program meetings and at the discretion of the President. A planning meeting to review budgetary issues and the upcoming program year will be held in the summer.

**Section 3. Place of Meetings**

The Executive Board may determine such place or places where the program and board may hold its meetings and house the hostess items.

## ARTICLE VIII. Finance

### **Section 1.** Amount of Dues and Fees

The amount of the annual membership dues shall be determined by the Executive Board and approved by majority membership vote. The current dues and fees shall be published annually in the NAMTA Yearbook. The fiscal year shall commence on July 1 and end at the close of business on the last day of June each year.

### **Section 2.** Funds

- a. No debt incurred or contract made by or in behalf of this Association will be one unless same be authorized in the by-laws or by duly recorded two-thirds vote of the Board.
- b. Funds of the Association shall be deposited under its name in a bank or savings and loan so designated by the Board.
- c. An accounting of the designated funds for the general account, STAC, Pedagogy Workshop, and NAMTA Scholarship will be presented annually for publication in the NAMTA Newsletter.
- d. Withdrawal shall be made only by a check signed by the Treasurer. Checks for over \$50.00 will be authorized by the President.

## ARTICLE IX. Amendments

### **Section 1.** Ballot

The By-laws may be amended upon the recommendation of the Executive Board at any meeting by a two-thirds vote of members in attendance provided that written notice of the proposed amendment(s) is submitted to the membership at least thirty (30) days in advance of the meeting. Any proposed amendment must be submitted to the Executive Board for its consideration and recommendation at least twenty-four (24) hours in advance of the meeting.

### **Section 2.** Mail Ballot

These By-laws may also be amended by a two-thirds vote via mail or electronic mail ballot provided that the proposed amendment(s) and ballot is submitted to the members at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot.

### **Section 3.** Publication of By-laws

The NAMTA Bylaws shall be available on the NAMTA website, hard copies available upon request.

### **Section 4.** Standing Rules

The Standing Rules may be amended at any meeting by a two-thirds vote of members in attendance.

## NAMTA Standing Committees/Rules

### IMTA

The **Iowa Music Teachers Association, Inc.**, is a not-for-profit organization and an affiliate of the Music Teachers National Association (MTNA). In order to further the art of music the objective of IMTA is to promote the growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research. Besides sponsoring the IMTA Festival and Auditions, its yearly activities are climaxed in the spring by an annual State Conference of teachers and students.

### MTNA CODE OF ETHICS

Please visit [www.mtna.org/code-of-ethics](http://www.mtna.org/code-of-ethics)

### MTNA CERTIFICATION

For information on MTNA Certification, contact the NAMTA or IMTA Certification Chair.

### IMTA NON-COMPETITIVE FESTIVALS

**PURPOSE:** The purpose of the IMTA Piano Festivals is the promotion of confident performance. IMTA Festivals provide a performance opportunity in which the student or teacher may demonstrate his/her performance ability and receive written or oral assistance from the judge.

### IMTA COMPETITIVE PRE-COLLEGE PIANO AUDITIONS

**PURPOSE:** The purpose of the IMTA Pre-college Piano Auditions is the promotion of comprehensive musicianship. The Auditions provide a competition in which the pre-college student may demonstrate his/her performance ability, keyboard proficiency and knowledge of theory.

### STAC

The Student Teacher Achievement Clinic (STAC) is sponsored by NAMTA to raise funds for the NAMTA scholarship and to provide its members a non-competitive performing experience for their students. Students are judged on a required memorized piece from the IMTA Repertoire list and a second piece of their choosing. They are tested on three or more options (scales, sight-reading, theory, etc.). In all there are many options with 12 different levels of difficulty. Criteria for this event are described in a STAC handbook available to all members for a small fee. Judges for this event are NAMTA member teachers and there is a small entry fee charged.

## NAMTA STUDENT SCHOLARSHIP

An annual scholarship award is open to students of member teachers who have held membership in NAMTA for more than one year. Applications shall be solicited and publicized by the Scholarship Chairman. Award shall be determined annually and awarded by live audition.

Applicants may apply in any instrument. Students competing must be graduating seniors who would be using the award to further their music education (not necessarily music major) and apply this award to private lessons fees.

Each applicant shall write a resume including a repertoire list and musical background/accomplishments.

Each applicant will perform two pieces of contrasting style periods for duration of approximately ten minutes.

Each applicant will perform at the regular May meeting of NAMTA for the general membership.

Deadline for the applications is the date of the April meeting of the scholarship year. The decision of the judge will be made following the performance. Scholarship monies will be split among applicants at the discretion of the judge.

## NAMTA PEDAGOGY WORKSHOP

NAMTA sponsors an annual **Summer Piano Pedagogy Workshop**. Profits from this workshop help to fund the NAMTA Scholarship and general funds as money is available. The Pedagogy Workshop committee shall determine the dates, and registration fee for the workshop. Pedagogy Workshop Chair is an appointed office.

### Mission Statement for Pedagogy Workshop

To provide workshop sessions on piano pedagogy, performance, literature, history, theory, technique, and the business of teaching so as to further educate and inspire piano teachers to become more confident and competent and to strive for a standard of higher excellence.

### Basic Duties of Workshop Chair

1. Select and organize the committee so someone is taking care of basic duties of planning program, contacting vendors, handling finances, printing, on-site arrangements, registration, publicity, refreshments and other details at the conference.
2. With the committee, set dates for the next year; look at possible expenses and determine registration fees; set up a budget.
3. Meet with committee on a regular basis, always reviewing the preparation checklist.
4. Get the ad in the *Iowa Music Teacher*. (Winter edition if held in June; spring edition if in July/August).



5. Gather and collate evaluations after the conference to use for future planning.
6. Keep files from former workshops.
7. Keep job descriptions of committee members.
8. Report preparation details with NAMTA members regularly.

### COURTESY

1. Cards will be sent to members and/or spouses/families at a time of sympathy, get well, thinking of you, or congratulatory. Members should communicate with Chairman when courtesies are needed.
2. Upon a member's death, a memorial of \$25 will be sent to the NAMTA Scholarship Fund.
3. Courtesy Chairman will send flowers/plant to a member who is hospitalized due to surgery and/or a lengthy convalescence.

### FOUNDATION

Foundation Chair should inform members of foundation honoree and request funds to support the recipient.

### MEMBERSHIP DUES AND FEES

**Section 1.** Amount of Dues and Fees. The amount of the annual membership dues and NAMTA scholarship award shall be determined by the Executive Board and published annually in the NAMTA Yearbook and budget.

**Section 2.** Late Payment of Fees. Annual dues for all categories of membership shall be due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year. In order to enter students in IMTA competitive and non-competitive events, however, annual dues must be paid by September 1 of the membership year.

**Section 3.** The President will be reimbursed for the annual IMTA Convention registration amount.