

*CONSTITUTION AND BYLAWS*  
*of the*  
*MISSISSIPPI MUSIC TEACHERS ASSOCIATION*  
*Affiliated with the Music Teachers National Association*  
*Revised October 2006*

**PREAMBLE**

The Mississippi Music Teachers Association, an affiliate of the Music Teachers National Association (MTNA), in order to further the art of music; and to promote the growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research; and being a not-for-profit organization, within the meaning of Section 501(c) of the Internal Revenue Code of 1954, whose funds are used solely to accomplish these objectives, does hereby adopt this Constitution and Bylaws. The MMTA IRS Identification Number is 64-0888269.

**ARTICLE I – Membership**

- Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of Mississippi Music Teachers Association, hereinafter designated as MMTA or as the Association.
- Section 2. Membership dues shall be proposed by the Executive Committee and approved by the MMTA Board.
- Section 3. Membership in the Association may be terminated by the members or revoked by the Association as prescribed in the Bylaws.

**ARTICLE II – AFFILIATED LOCAL ASSOCIATIONS**

- Section 1. Any city, town or district music teachers association may become and remain affiliated with MMTA by fulfilling the requirements of membership as stated in the Constitution and bylaws.
- Section 2. The Executive Committee may suspend or terminate any affiliated Association at any time for justifiable cause, as outlined in the Bylaws, subject to ratification of the action by the MMTA Board.

**ARTICLE III – OFFICERS**

Officers of the Association shall be a President, President-Elect, Vice President for Membership, Vice President for College and National Competitions, Vice President for Pre-College Auditions, Vice President for Pre-College Performances, Vice President for Public Relations, Secretary, Treasurer, and Immediate Past President. The manner of election and the duties of each officer shall be defined in the Bylaws.

**ARTICLE IV – EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall be composed of the President, President-Elect, five Vice Presidents, Secretary, Treasurer, and Immediate Past President.
- Section 2. The Executive Committee shall determine policies of the Association in consultation with the MMTA Board and within the limits of the Constitution and Bylaws. It shall actively pursue the purpose of the Association and shall have discretion in the

disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

- Section 3. In order to transact business a quorum consisting of seven (7) voting members of the Executive Committee, at least one of them being the President or President-Elect, must be present.

#### ARTICLE V – MMTA BOARD

- Section 1. The MMTA Board shall be composed of the Executive Committee, MTNA Certification Chair, Independent Music Teachers Forum Chair, Theory and Composition Chair, and Local Association Presidents. The manner of appointment shall be defined in the Bylaws.
- Section 2. The MMTA Board shall make recommendations to the Executive Committee regarding policy and membership concerns.
- Section 3. The MMTA Board shall have the power to rescind by a two-thirds vote, any decision of the Executive Committee.
- Section 4. 50% plus one shall constitute a quorum of the MMTA Board.
- Section 5. The Executive Committee may submit items of business by mail to the full membership of the MMTA Board, requesting a vote via a mail ballot and/or email. The contents of the proposals and the results of such mail ballots shall be reported to the Secretary, approved and incorporated in the minutes of the next meeting of the MMTA Board.

#### ARTICLE VI – COMMITTEES

The President, subject to the approval of the Executive Committee, shall appoint such standing and ad hoc committees and chairs as may be required by the Constitution and Bylaws, or as he or she may deem beneficial to the Association. The President shall be a member ex-officio of all committees except the Nominating Committee.

#### ARTICLE VII – MEETINGS

- Section 1. There shall be an annual meeting of the Association, time and place to be determined by the Executive Committee. Notice of such meeting shall appear in the Mississippi Music Teacher (MMT) at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items for consideration.
- Section 2. Five (5) percent of the current membership entitled to vote shall constitute a quorum for the election of officers and for the transaction of business at any annual or special membership meeting.
- Section 3. Special meetings of the Executive Committee may be called by the President, or upon the request of not less than seven (7) of the Executive Committee, or upon a signed petition from 50% plus one of the Active members of the Association.
- Section 4. The MMTA Board shall meet a minimum of once per year, usually at the annual convention. Prior to such meetings the Executive Committee will meet to prepare various items to be presented before the MMTA Board. Special meetings of the MMTA Board may be called by the President or upon the request of not less than 50% plus one members of the MMTA Board or upon a signed petition from 50% plus one of the Active members of the Association.
- Section 5. Parliamentary Authority -The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association's meetings in all cases in which they

- are applicable, and in which they are not inconsistent with the Constitution and the Bylaws of the Association, and any special rules of order the Association may adopt.
- Section 6. The President may appoint a parliamentarian to provide opinion during various meetings.

#### ARTICLE VIII – PUBLICATION OF CONSTITUTION AND BYLAWS

The MMTA Constitution and Bylaws shall be published on the MMTA website.

#### ARTICLE IX – AMENDMENTS

- Section 1. This Constitution may be amended upon the recommendation of the Executive Committee and the MMTA Board at any annual session of the Association by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the membership of MMTA at least thirty (30) days in advance of the session.
- Section 2. Upon the recommendation of the Executive Committee and the MMTA Board this Constitution may be amended by a mail ballot. Approval by a two-thirds vote shall constitute amendment. The ballot and proposed amendments must be submitted to the members of MMTA 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.

## BYLAWS

#### ARTICLE I – MEMBERSHIP

- Section 1. Active Membership shall be open to all individuals professionally engaged in any field of music activity. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, hold office, and receive the official Association publications. MTNA strongly encourages its members to adopt the Code of Ethics as their personal model of professional conduct.
- Section 2. Collegiate Membership shall be open to all college students currently involved in music study. Collegiate members shall be affiliated with a local association (see Bylaws, Article VIII), and are entitled to participate in all state and local activities, but shall not have the right to vote, hold office, or enter students in MTNA competitions as a Collegiate Member.
- Section 3. Patron Membership shall be open to all individuals and businesses who wish to support the programs of the Association. Patron members shall be entitled to attend programs of the Association and to receive the official Association publications, but shall not have the right to vote or hold office.
- Section 4. Retired MMTA/MTNA members who discontinue teaching may remain on active status and retain all rights of the organization upon payment of discounted dues.

#### ARTICLE II – REVOCATION OF MEMBERSHIP

No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of MMTA. Any accusation that a member of MMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of MMTA, who shall immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted

of a crime involving sexual or other abuse of a person, the President shall immediately terminate the membership and the certification of that person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA.

Any membership terminated under this section shall be reinstated upon the filing with the MTNA President of a certified copy of the judgment, reversing the conviction.

### ARTICLE III – FISCAL YEAR

The fiscal year shall commence on July 1 and end on June 30.

### ARTICLE IV – MEMBERSHIP YEAR

Section 1. The membership year for all membership categories shall be July 1 to June 30.

Section 2. Annual dues for all categories of membership shall be due on the first day of the membership year. **IN ORDER TO ENTER STUDENTS IN MMTA and/or MTNA COMPETITIONS, ANNUAL DUES MUST BE PAID BY THE FIRST DAY OF SEPTEMBER.** New members may join through December 1 with full privileges.

### ARTICLE V – ELECTION OF OFFICERS

Section 1. A Nominating Committee shall be appointed in even-numbered years to nominate MMTA officers. The committee shall consist of the Immediate Past President, who shall serve as chair, and three Active members of the Association. These three members shall be appointed by the President and approved by the MMTA Executive Committee. Each shall have given his or her consent. If a vacancy occurs on the Nominating Committee, the replacement members shall be appointed by the President with the approval of the MMTA Executive Committee. The Nominating Committee shall prepare a slate of candidates for each office. This slate shall appear in an issue of the *Mississippi Music Teacher* at least thirty (30) days before the date of the annual session of the Association.

Section 2. The Active members of MMTA shall elect by a majority vote the officers of the Association. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. Election by the members may be by secret ballot, and each office shall be voted on separately. In the event of only one nominee for an office, the President may recommend election by general consent. The election shall take place at the annual session of the members in even-numbered years. Upon recommendation of the Executive Committee, voting by ballot in state election of officers may be conducted by mail and shall include the option of electronic means as provided for by the MMTA Board.

Section 3. The President-Elect, upon completion of his or her term of office, shall become President of the Association. Should the elected President-Elect be unable to assume the Presidency, the President shall be elected, to that term only, in the same manner as that of the other officers.

Section 4. Each officer shall be elected for one term of two (2) years or serve until his or her successor assumes office. The term of office shall begin and end at the close of the annual session of the election year. It is recommended that officers serve no more than two (2) terms.

Section 5. The term of office commences thirty (30) days following the adjournment of the annual session of the Association during which elections are held.

Section 6. No elected state officer may hold a national or division office concurrently except the Immediate Past President.

Section 7. A vacancy in any office, except that of president, shall be filled by the President in consultation with the Executive Committee, subject to the approval of the MMTA Board. A President-Elect selected in this manner cannot assume the office of President without being elected to that office.

#### ARTICLE VI – DUTIES OF MMTA OFFICERS

Section 1. Duties of the President

- A. Call and preside at meetings of the Association, the Executive Committee and the MMTA Board
- B. Name appointed chair persons with Executive Committee approval
- C. Appoint standing and *ad hoc* committees with Executive Committee approval
- D. Represent the Association at National and Divisional meetings
- E. Serve as *ex-officio* member of all committees except the Nominating Committee
- F. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association

Section 2. Duties of the Immediate Past President

- A. Serve as chair of the Past Presidents' Advisory Committee
- B. Serve a chair of the Nominating Committee
- C. Inform state members about the MTNA FOUNDATION FUND
- D. Encourage each MTNA member to contribute to the FOUNDATION FUND
- E. Cultivate new donors and increase contributions
- F. Serve as a conduit between the state and the FOUNDATION FUND office at national headquarters

Section 3. Duties of the President-Elect

- A. Assume duties of the President in the absence of that officer
- B. Coordinate and directs the Conference program and possible supporting funds from sponsoring organizations
- C. Serve as Conference Committee Chair
- D. Prepare budget for Conference expenses to be approved by the Executive Committee and/or the finance committee
- E. Serve on the Finance Committee
- F. Prepare a budget for submission to Executive Committee
- G. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association

Section 4. Duties of the Vice President for Membership and Web Management

- A. Preside in the absence of the President and President-Elect
- B. Coordinate all activity relating to recruitment, retention and development of members
- C. Coordinate and updates the membership data on all media
- D. Send membership dues to Treasurer upon receipt of dues and information print-out from MTNA
- E. Manage MMTA web site
- F. Prepare a budget for submission to Executive Committee and/or the finance committee
- G. Serve as assistant to the Treasurer
- H. Serve on the Finance Committee

- I. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association
- Section 5. Duties of the Vice President for College and National Competitions
- A. Administer all college and national competitions at the state level
  - B. Advise performance area chairs in securing adjudicators for competitions
  - C. Serve on the Conference Committee
  - D. Prepare a budget for submission to Executive Committee and/or the finance committee
  - E. Serve on Finance Committee
  - F. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association
- Section 6. Duties of the Vice-President for Pre-college Auditions
- A. Update theory exams for annual auditions
  - B. Select scales, chords and arpeggios to be tested
  - C. Update application forms
  - D. Update forms for area chairs
  - E. Send materials to local audition chairs
  - F. Provide information and support to area chairs
  - G. Serve as Chair of the Pre-College Student Activities Committee
  - H. Serve on the Conference Committee
  - I. Serve on the Finance Committee
  - J. Prepare a budget for submission to Executive Committee and/or the finance committee
- Section 7. Duties of the Vice-President for Pre-College Performances
- A. Inform teachers about SSRR (schedule, etc.)
  - B. Provide programs for SSRR
  - C. Arrange for and instructs judges
  - D. Secure and trains helpers to manage the SSRR
  - E. Supply certificates and awards
  - F. Coordinate with onsite host
  - G. Plan the Pre-College Concerto Competition
  - H. Serve on the Conference Committee
  - I. Serve on the Finance Committee
  - J. Prepare a budget for submission to Executive Committee and/or the finance committee
- Section 8. Duties of the Vice President for Public Relations
- A. Promote public information about the activities of the Association
  - B. Serve as Editor of the *Mississippi Music Teacher*
  - C. Prepare Conference program booklet
  - D. Serve on Conference Committee
  - E. Serve on the Finance Committee
  - F. Prepare and submits a budget to the Executive Committee and/or the Finance committee
  - G. Assist the President and other officers in defining the role of MMTA in promoting the arts in Mississippi
  - H. Work closely with the Assistant to the Vice President for Public Relations in publishing the *Mississippi Music Teacher*
  - I. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association

- Section 9. Duties of the Secretary
- A. Record minutes of all meetings of the Executive Committee, the MMTA Board and the Association
  - B. Maintain files of reports and other documents for various offices and Local Affiliates
  - C. Distribute copies of minutes to all members of the Executive Committee and the MMTA Board
  - D. Handle the correspondence of the association as directed by the President
  - E. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association
- Section 10. Duties of the Treasurer
- A. Oversee, in cooperation with the President, President-Elect, and Vice President for Membership, all financial affairs of the Association
  - B. Record and maintain permanent accounting records in accordance with generally accepted accounting principles. Files all reports required by state and federal agencies in a timely manner
  - C. Submit proposal to the Executive Committee for the annual audit of the Association's finances, to be prepared by an independent certified public accounting firm and to be made available at the annual business meeting.
  - D. Serve as chair of the Finance Committee
  - E. Prepare regular detailed financial reports for the Executive Committee and annual financial statements for the entire membership
  - F. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association

## ARTICLE VII – DUTIES OF APPOINTED OFFICERS

- Section 1. Duties of Assistant to the Vice President for College and National Competitions
- A. Help schedule and administrate competitions
  - B. Serve on the Executive Committee in the absence of the Vice President for College and National Competitions
- Section 2. Duties of the Assistant to the Vice President for Public Relations
- A. Solicit and organize advertising for the *Mississippi Music Teacher*
  - B. Work closely with the VP for Public Relations in the publishing of the *MMT*
  - C. Work closely with the VP for Public Relations in the promotion of public information about the Association
  - D. Serve on the Executive Committee in the absence of the Vice President for Public Relations
- Section 3. Duties of the Chair of the Independent Music Teachers Forum
- A. Disseminate information about the IMTF to the local affiliates
  - B. Schedule one or more IMTF functions at the annual conference
  - C. Perform such other duties as requested by the National IMTF Chair
  - D. Serve on the Pre-College Student Activities Committee
  - E. Serve on the Conference Committee
- Section 4. Duties of the MTNA Chair for Certification
- A. Is an advocate for MTNA Professional Certification
  - B. Disseminate information about MTNA Professional Certification
  - C. Maintain contact with MTNA Division Certification Commissioner and National Headquarters
  - D. Attend and submit reports for MMTA Board meetings

- E. Submit articles pertaining to certification procedures and publicity for newly certified members to the appropriate media
- Section 5. Duties of the Local Conference Coordinator
  - A. Coordinate the annual convention locally
  - B. Serve for one year on the Conference Committee
- Section 6. Duties of the Theory and Composition Chair
  - A. Encourage participation in composition projects.
  - B. Provide opportunities for young composers to submit compositions for appraisal and recognition
  - C. Contract for the commissioned composition to be premiered at the annual conference
  - D. Serve on the Conference Committee
  - E. Serve on the Pre-College Student Activities Committee
- Section 7. Duties of the Performance Area Chairs
  - A. Plan programs and appropriate activities in performance areas that may include brass, classical guitar, percussion, piano, organ, strings, voice, woodwinds, chamber music and jazz
  - B. Secure and host adjudicators, clinicians, and conference artists for the appropriate performance area
  - C. Attend MMTA Board meetings at request of President-elect
  - D. Serve on the Conference Committee

#### ARTICLE VIII – AFFILIATED LOCAL ASSOCIATIONS

- Section 1. Any city, town or district music teachers association may petition to the Executive Committee for affiliation in MMTA by providing evidence that the following requirements have been fulfilled:
  - A. That two (2) copies of the Local Association governing document(s) (e.g. Constitution, Bylaws, Articles, and Incorporation) have been filed with the Secretary and that they are consistent with those of MMTA
  - B. That one hundred percent (100%) of its members who meet the requirements of MTNA Active Membership, are MTNA members in good standing
  - C. That its fiscal and membership year coincide with that of MMTA.
- Section 2. Upon determining that a petitioning local music teachers association has fulfilled the requirements of Section 1 of this Article, MMTA shall approve the petition
- Section 3. In referring to its affiliation, each Local Association shall use the phrase, “Affiliated with the Mississippi Music Teachers Association.” This specified phrase shall be included in the constitutions of all affiliated Local Associations
- Section 4. Annual renewal of a Local Association shall be made without reconsideration by MMTA, provided:
  - A. That the affiliate has not notified MMTA in writing that it wishes to discontinue affiliation
  - B. That all changes in the Constitution and Bylaws of the affiliated Local Association have been filed with MMTA
  - C. That all provisions of Section 1 of this Article continue to be fulfilled
- Section 5. Local Affiliates in good standing shall have one voting representative on the MMTA Board. Representatives shall serve on the Pre-College Student Activities Committee.
- Section 6. A listing of MTNA/MMTA local affiliates will be on the MMTA web site.



## ARTICLE IX – STANDING COMMITTEES

- Section 1. The Finance Committee shall consist of the President, President-Elect, Vice President for Membership and Web Management, Treasurer, Vice President for College and National Competitions, Vice-President for Public Relations, and Vice President for Pre-College Student Activities. The Treasurer shall serve as chair of this committee. The Committee shall authorize an audit at the end of each odd-numbered fiscal year.
- Section 2. The Past Presidents Advisory Committee shall consist of all Past Presidents of MMTA who are active members. This committee shall meet at the time and place of the annual session of the Association and shall serve in an advisory capacity to the Executive Committee. The MMTA Immediate Past President shall serve as chair of this committee.
- Section 3. The Conference Committee shall be chaired by the President-Elect. Members shall include the Local Conference Coordinator, Vice President for Public Relations, Treasurer, Vice President for College and National Competitions, Vice President for Pre-College Student Activities, IMTF Chair, Theory and Composition Chair, and all performance area chairs. The Conference Committee shall present plans for the annual Conference to the Executive Committee and the MMTA Board for approval.
- Section 4. The Pre-College Student Activities Committee shall be chaired by the Vice-President for Pre-college Auditions. Members shall include the Vice-President for Pre-College Performances, Local Audition Chairs, the IMTF Chair, Theory and Composition Chair and the Local Affiliate Presidents or their Representative. This committee shall be responsible for coordinating and bringing to fruition all state pre-college student activities.

## ARTICLE X – AMENDMENTS

- Section 1. These Bylaws may be amended upon the recommendation of the Executive Committee at any meeting of the MMTA Board by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the MMTA Board at least thirty (30) days in advance of the meeting.
- Section 2. These Bylaws may be amended via mail or electronic mail ballot by a two-thirds vote provided that written notice of the proposed amendment(s) is submitted to the membership at least thirty (30) days in advance of the required return date. The date for the return of the complete ballots must be clearly stated on the ballot. Amendments may be proposed by the Executive Committee, any standing or appointed committee, or upon petition by two percent (2%) of the Active Members. Any proposed amendment must be submitted to the MMTA Board for its consideration and recommendation prior to submission to the members. If any amendment is adopted pursuant to this Section 2, the Secretary of the Association shall promptly mail and copy thereof to all members of the Association who did not participate in the voting on such amendment.

## ARTICLE XI – DISSOLUTION

In the event of the dissolution of the Association for any reason, funds or other assets of the Association remaining after settlement of the liabilities of the Association shall be contributed to the Music Teachers National Association Foundation, Inc. However, if such entity does not then qualify under Section 501 (c) (3) of the Internal Revenue Code of 1954, or is otherwise unable or unwilling to accept such distribution, the assets shall be distributed as the Executive Committee determines to one or more organizations which do qualify under said code.

## APPENDIX I ó MTNA Code of Ethics

Please refer to the Music Teachers National Association (MTNA) Code of Ethics at:

<http://www.mtna.org/about-mtna/code-of-ethics/>