



## BYLAWS

### ARTICLE I – NAME

The name of this organization shall be the Northwest District Ohio Music Teachers Association (hereafter referred to as Northwest OMTA or as the Association), affiliated with Ohio Music Teachers Association (OhioMTA) and with the Music Teachers National Association, Inc. (MTNA), Cincinnati Ohio, a Code Section 501(c)(3) organization.

### ARTICLE II – PURPOSE

Section 1. The purpose of the Association is to 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. 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 MTNA.

### ARTICLE III – MEMBERSHIP

**Section 1. Membership Classes.** The following membership classes are open to those who meet the respective qualifications and pay the annual dues provided for the respective classification pursuant to Section 2 hereof. All members of this Association (except patrons) shall hold membership in the OhioMTA and the MTNA.

- A. **Active Membership** is open to all persons professionally engaged in any field of music activity. 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 65 or greater, and are essentially retired from teaching. Retired members are eligible for a discounted amount of dues to the Association. 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.
- C. **Collegiate Membership** is open to all college students currently involved in music study. They may attend all meetings of the Association, but do not have the right to vote or hold office.
- 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 activities. Dues are paid to the Association.

**Section 2. Annual Dues.** Annual dues for all categories of membership will be established by the Board of Directors. The Board shall establish the annual dues amount and publish the dues information in the next official publication. 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.

**Section 3. Membership Year.** The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30.

#### **ARTICLE IV – OFFICERS**

**Section 1. Officers and Duties.** Officers of the Association shall be: President, President-Elect, Vice President(s), Secretary, Treasurer, and Immediate Past President. The manner of election and the duties of each officer shall be defined in the Bylaws.

- A. The **President** shall preside at all meetings of the Association and the Board of Directors, plan the annual workshop, and send mail or email communications to the membership. The President shall also appoint all standing and special committees with the approval of the Board and shall perform such other duties 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. The President shall, when possible, represent the Association at OhioMTA and MTNA conferences and meetings and shall submit an Annual Report for the Association to OhioMTA at the end of each year.
- B. The **President-Elect** shall assemble the annual yearbook, assist with planning Association events, and assume all duties of the President in the absence of that officer. The President-Elect shall also perform such other duties as may be designated by the President and/or Board of Directors or prescribed by the parliamentary authority of the Association.
- C. The **Vice President** (optional) shall preside in the absence of the President and the President-elect, and shall coordinate such activities and perform such duties as may be designated by the President and/or Board of Directors or prescribed by the parliamentary authority of the Association.
- D. The **Secretary** shall keep the minutes of all meetings of the Association and the Board of Directors, and shall perform such other duties as may be assigned by the President or prescribed by the parliamentary authority of the Association.
- E. The **Treasurer & Membership Chair** shall keep a record of membership and payment of dues, 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, and shall perform such other duties as may be designated by the President or prescribed by the parliamentary authority of the Association.
- F. The **Immediate Past President** shall advise and support the President as needed and perform such other duties as may be designated by the President.

**Section 2. Term of Office.** 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 treasurer.

## **ARTICLE V – ELECTION OF OFFICERS**

**Section 1. Nominating Committee.** A nominating Committee of three members shall be elected by the members or the Board of Directors or appointed by the president at the last meeting of each fiscal year to serve for the ensuing year. The nominating committee shall announce a slate of one candidate for each office at the meeting preceding the annual meeting. Before the election of officers at the annual meeting, additional nominations from the floor shall be permitted.

**Section 2. Election.** Officers shall be elected 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.

**Section 3. Vacancy.** A vacancy in any office, except that of President, shall be filled for the unexpired term by presidential appointment and approval by the Board of Directors. 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.

**Section 4. Removal of Officer.** 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 – BOARD OF DIRECTORS**

**Section 1. Government.** The officers of the Association, any Committee Chairs, and the Immediate Past President shall constitute the Board of Directors of the Association.

**Section 2. Duties.** The Board of Directors, within the limits of the bylaws, 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:**

- A. Meetings of the Board of Directors shall be held as needed, or at the request of a majority of the Board.
- B. Minutes of the Board of Directors meeting shall be read at the next regular meeting of the Association.
- C. Action taken by unanimous written consent of the Board of Directors via mail or electronic transmission shall be a valid action of the Board. Such actions of the Board shall be preserved and reported in the minutes.

## **ARTICLE VII – COMMITTEES**

**Section 1. Standing Committees.** Standing Committees shall be appointed by the President with the approval of the Board of Directors and/or members to facilitate and accomplish the work of the Association. Upon appointment of new Standing Committees, the bylaws shall be revised to include descriptions of the committees' duties.

- A. The **Website Administrator** shall maintain consistent communication with one or more persons from the Board of Directors in order to maintain and update the Association website and any accompanying social media services.

**Section 2. Other Committees.** Other committees, such as task forces or special committees, may be appointed by the President with the approval of the Board of Directors and/or members to facilitate and accomplish the work of the Association. The President shall be an ex officio member of all committees, except the Nominating Committee.

## **ARTICLE VIII – MEETINGS**

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

**Section 2. Annual Meetings.** An annual meeting of the Association will be held at the same time as the workshop sponsored annually by the Association, or as otherwise designated by the Board of Directors. 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.** Special meetings may be called by the President or by the Board of Directors or upon the written request of one quarter of the members. The purpose of the meeting shall be stated in the call.

**Section 4. Quorum.** Ten (10) voting members shall constitute a quorum for the transaction of business at an Association meeting. Three (3) Officers shall constitute a quorum for the transaction of business at a Board of Directors meeting.

## **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.

## **ARTICLE X – AMENDMENT OF BYLAWS**

**Section 1.** These bylaws may be amended at any regular meeting of the Association (or by mail/electronic ballot) upon recommendation by the Board of Directors by a two-thirds vote, provided that the amendment has been submitted in writing to the membership at least thirty (30) days prior to the voting.

**Section 2.** All amendments must be consistent with Article II of the Bylaws and a copy of the same must be sent to the MTNA National Office.