

# NVMTA By-Laws and Standing Rules

## By-Laws

### ARTICLE I. NAME

The name of this organization shall be the Northern Virginia Music Teachers Association.

### ARTICLE II. PURPOSE

Section 1. The purpose of this organization is to stimulate the regular and serious study of music among young people; to broaden the vision and ability of its members, and to promote musical culture. The organization shall follow the aims and endeavors of the National Federation of Music Clubs, the Virginia Federation of Music Clubs, the Music Teachers National Association, and the Virginia Music Teachers Association, all with which it is affiliated.

Section 2. Northern Virginia Music Teachers Association will maintain its status as a 501(c)(3) organization.

### ARTICLE III. MEMBERSHIP

#### Section 1. Classes of membership

- A. Active. A member must maintain a studio in Northern Virginia. An active NVMTA member has automatic membership in the National Federation of Music Clubs and the Virginia Federation of Music Clubs. The active member has full voting privileges, may hold office and can participate in all functions. A member must belong to VMTA and MTNA.
- B. Friends of NVMTA. Anyone interested in aiding the objectives of NVMTA. "Friends" have no voting privileges and cannot hold office; however, they may have committee assignments. Friends will receive Newsletters, the Yearbook, and have the privilege of attending meetings. Friends will not be eligible to enter their students in NVMTA events and will not be eligible to join the Referral Service.

#### Section 2. Dues

- A. Annual dues for active members of the Association are fixed by MTNA and VMTA. A statement is sent to members by MTNA and is payable July 1, along with NVMTA dues. NVMTA dues shall be fixed by the executive Board of NVMTA, to be voted on by the majority of members. (Fiscal year shall begin July 1.)
- B. Those who were members of NVMTA before the 1979-80 year and do not wish to join VMTA and MTNA have the option of paying local dues only, while exercising full privileges of the association. These dues will be payable to NVMTA by July 1.
- C. Annual fee for Friends of NVMTA shall be the current dues as fixed by the Executive Board and voted on by the majority of members.
- D. Members, 65 or older, have the option of a 50% discount in their NVMTA dues.

#### Section 3. Revocation of Membership

- A. No person who has been convicted of a criminal sexual offense shall be a member of NVMTA. Such conviction shall be authenticated through the database of the Virginia Department of Corrections or such other governmental entity that lists and monitors such acts or actions. Knowledge of an individual's conviction of a criminal sexual offense shall be reported to the President of NVMTA. Upon substantiation of the facts, the President of NVMTA shall immediately

report the accusation to the President of MTNA. The President of NVMTA shall immediately terminate the membership and participation of that member from all activities and competitions of NVMTA.

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

#### ARTICLE IV. OFFICERS

Section 1. Elected Officers shall be President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Immediate Past President, and three Board Members-at-large.

Section 2. Terms of Office

- A. A term of office shall be 2 years with the exception of the members-at-large who serve for 3 years.
- B. The President Elect shall automatically assume the office of the President when that office is vacated.

Section 3. Duties of Officers.

- A. The President shall preside at all meetings of NVMTA and, with the help of the Executive Board, shall appoint a chairman of each standing committee or temporary committee, except the Nominating Committee, and a Parliamentarian. The President shall be an ex-officio member of all committees except the nominating committee. The president shall have previously served as President-Elect, or as an elected officer or as a Committee Chairman. The President shall perform all other duties usually associated with this office.
- B. The President-Elect shall preside in the absence or disability of the President. The President-Elect shall, in the absence or disability of the President, perform the duties associated with that office. The President-Elect will represent the President at all Federation of Music Clubs Activities. The President-Elect shall have previously served as an elected officer or as a Committee Chairman.
- C. The Vice-President shall, in the absence of or the temporary disability of the President or President-Elect, perform the duties associated with the President or President-Elect. The Vice-President shall handle all new membership applications and will disseminate information about membership.
- D. The Recording Secretary shall make and preserve a record of the proceedings of all the meetings of NVMTA, including Board meetings. Accepted motions at regular meetings will be extracted and included in the next month's Newsletter. A copy of the minutes of each Board Meeting shall be sent to each Board member promptly after the meeting.
- E. The Corresponding Secretary shall prepare and mail the Newsletter, to include notification of meetings of NVMTA, pertinent information regarding projects and programs, new member listing and deadline for the next newsletter. The Corresponding Secretary shall notify Executive Board members of meetings at least two weeks in advance. Immediately after election of new officers, all VFMC, NFMC, VMTA, and MTNA officers and directory editors shall be notified.
- F. F. The Treasurer The Treasurer shall have custody of the general funds of NVMTA, make disbursements, keep an itemized account of all receipts and disbursements, present a financial report to the Board, and General Membership upon request, and must make all financial records available for audit when necessary. The Treasurer shall deposit Scholarship Endowment Fund (SEF) donations and transfer them to the SEF account.
- G. The Historian shall maintain an Achievement Book of documents, photographs, and press clippings concerning NVMTA events and members, and shall record the current year's history. The Historian shall have possession of a camera, take photographs and shall forward pertinent information to VMTA and VFMC for their scrapbooks.

- H. The Immediate Past President shall serve on the Executive Board in an advisory capacity.
- I. The three Board Members-at-large shall be elected for 3-year staggered terms. They shall serve on the Executive Board and Grievance Committee.

Section 4. Removal from Office. Officers may be removed from office upon recommendation of the Executive Board and a majority vote of the membership.

Section 5. Vacancies. Vacancies among officers of NVMTA shall be deemed to exist in event of death, resignation or removal from office, or in the event of an increase in the number of officers. Any such vacancy shall be filled by a vote of the majority of the then-remaining officers. An officer thus chosen shall serve only until the next annual election.

Section 6. Nominations and elections.

- A. Prior to the September meeting, the Executive Board shall appoint a *Nominating Committee* of three active members.
- B. The membership shall be notified that they may contact the nominating committee with any suggestions for nominees.
- C. At the January meeting, the nominating committee will prepare a slate of one or more candidates for each open office for the ensuing term. Nominations from the floor will be accepted with the consent of that nominee. After the January meeting, nominations are closed.
- D. Ballots will be posted in the NVMTA newsletter. All ballots must be returned to the Recording Secretary by April 20.
- E. At the April meeting, the President will appoint a committee to count the ballots and announce the results.
- F. In the event of a tie for any office, an election by written ballot shall be conducted at the April meeting.
- G. Officers will be sworn in at the May General meeting.

## ARTICLE V. MEETINGS

Section 1. Regular Meetings shall be held on the last Wednesday morning of each month, September through April, at the discretion of the Executive Board.

Section 2. The Annual Meeting of NVMTA shall be held the last Wednesday in May and will consist of Installation of Officers and performances by the First Place Scholarship Competition winners.

Section 3. Special Meetings. Upon written request signed by five members of the Executive Board, the President may call Special Meetings of the general membership. Such meetings shall be held at such time and place and for such purposes as may be designated in the notice of the meeting.

Section 4. Quorum at Regular meetings shall be thirty active members.

## ARTICLE VI. EXECUTIVE BOARD

Section 1. The Executive Board shall be comprised of the officers, three members-at-large, and chairmen of the various activities for students, professional development, and support services, including representatives to VFMC and VMTA.

Section 2. The function of the Executive Board shall be to establish policy, make administrative decisions regarding the various NVMTA programs and committees, and to take action in case of emergency.

Section 3. Meetings of the Executive Board will take place at least three times each year, as follows: a planning meeting in June, a meeting before the September NVMTA meeting at which time a budget for the current year shall be presented, and a meeting before the January meeting to evaluate current year projects and activities.

Section 4. Special meetings of the Executive Board may occur by written notice stating the purpose of the meeting and signed by the President being mailed to each Executive board member at least seven days prior to meeting date.

Section 5. Quorum at Executive Board meetings shall be at least 15 Board members.

#### ARTICLE VII. COMMITTEES

Section 1. The President, with the advice and consent of the Executive Board, shall appoint such standing and ad hoc committees and chairmen as may be required by the Bylaws, or as may be deemed necessary or beneficial.

Section 2. Chairmen of Competitive Events sponsored by NVMTA that award cash prizes shall not serve more than three (3) consecutive years. They may serve in the same capacity again or as co-chairman or assistant after a lapse of two years.

Section 3. It is required that all chairmen have a co-chair or assistant and that this person be present at the Competition to help in any way deemed necessary.

#### ARTICLE VIII. GRIEVANCE BOARD

Section 1. The Rules and Regulations for all NVMTA-sponsored events which are printed in the Yearbook (and are available online at [www.nvmta.org](http://www.nvmta.org)) shall be the final authority should a dispute of any kind arise.

Section 2. Any member who has a complaint about the behavior of another member or about the way a competition or other event was handled may consult the Ombudsman.

Section 3. If the complaining member does not feel the matter has been resolved by the Ombudsman, that member has the right to present the complaint to a Grievance Board consisting of the elected Officers of NVMTA. Their decision in the matter will be final. Under no circumstances shall any complaint of this nature be brought before the Board of NVMTA or before an open meeting of NVMTA. Parties to the complaint shall be entitled to attend all relevant Grievance Committee meetings.

#### ARTICLE IX. TRANSACTION AUTHORITY

The Executive Board shall be empowered to authorize Chairman or Elected Officers, either prospectively or retroactively, to conduct transactions on behalf of the organization to carry out the duties of their offices or chairmanships.

#### ARTICLE X. INDEMNITY

Section 1. NVMTA assumes liability for actions taken by Elected Officers, Board members, and event Chairs in the

performance of their official duties, except when they have engaged in fraud, abuse, or gross neglect of duty as determined by the Board or Grievance Committee. Except for transactions not authorized by the Executive Board, NVMTA indemnifies Elected Officers, Board members, and event Chairs against all reasonable expenses arising out of their Office or official service to NVMTA.

Section 2. This Article constitutes the minimum level of protection and indemnity that NVMTA assumes on behalf of its Officers, Board Members, and Chairs. It does not supercede protection that may be available through insurance policies or other means.

## ARTICLE XI. ENDOWMENT FUND

Section 1. The Scholarship Endowment Fund (SEF), inaugurated in 2000 to celebrate NVMTA's 50<sup>th</sup> anniversary, consists of donations to NVMTA that are designated for the SEF. These funds are to be invested in a prudent manner to generate funds for scholarship awards.

Section 2. Amounts in the SEF may be used only for scholarship awards that have been approved by the appropriate committees. Amounts may be withdrawn from the SEF only to the extent of the income of the SEF.

Section 3. Oversight. The SEF shall be managed by an Investment Advisory Committee consisting of three members appointed by the President and approved by the Board to 3-year staggered terms. Committee members may be reappointed. Their duties are to review investment strategy, monitor investment performance, maintain accurate documents about the sources and disposition of these funds, adhere to commitments made to donors regarding designations, and report annually to the membership.

## ARTICLE XII. DISOLUTION

Section 1. The period of duration of NVMTA is perpetual. However, voluntary dissolution may be achieved by a two-thirds majority of the votes cast at a regular or special meeting of the membership, or by mail ballot, provided that members have been notified of the proposed dissolution in writing at least 30 days in advance of the meeting.

Section 2. Upon dissolution or final liquidation of NVMTA, all assets remaining after the payment of any creditors shall be distributed exclusively among one or more organizations in the Washington area devoted to musical purposes and exempt from Federal income taxation under the category known as 501(c)(3). The organizations to receive the proceeds of dissolution are to be approved by a vote of the general membership.

## ARTICLE XIII. SPECIAL DESIGNATIONS AND HONORS

Section 1. Laureates. In recognition of outstanding extended service to NVMTA, a Laureate designation may be conferred upon an NVMTA member, or former member, by vote of the Executive Board and the General Membership. Active Laureates may hold office, have full voting privileges and may participate in all functions.

## ARTICLE XIV. FINANCIAL OVERSIGHT

Section 1. The Treasurer will appoint a Budget Committee annually prior to each fiscal year and serve as advisor to this committee in forming a budget to be presented to the general membership for approval.

Section 2. One or more members of NVMTA, approved by the Executive Board, shall serve as a Member Auditor(s), and shall examine the general funds and Endowment Fund at the close of each fiscal year.

#### ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern NVMTA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

#### ARTICLE XVI. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting of NVMTA by a two-thirds vote of the members present, provided notice of the proposed amendment has been given at a previous business meeting and copy thereof has been sent to each member of NVMTA at least five days prior to the vote.

### **Standing Rules**

1. All income from any NVMTA event of any kind, including fundraising, shall be deposited in an NVMTA approved checking account that is under the administration of NVMTA unless the NVMTA Board approves action to do otherwise.
2. It is the fiscal policy of NVMTA that net gains from a particular NVMTA event are used by NVMTA for administrative and scholarship costs, and are not carried from one fiscal year to the next for use in that event. (NVMTA's financial survival depends upon these net gains.) Likewise, any net losses from any NVMTA events are absorbed by NVMTA in the fiscal year in which they occur. The exception to this policy is the net gain or loss from Spring Festival that is carried from one year to the next and is used only for Spring Festival Financial activities. However, Spring Festival will pay \$300 to NVMTA per year for overhead costs. This overhead charge will take effect for the 2005 fiscal year and continue for every year thereafter.
3. No officer or event chairman of NVMTA shall receive monetary or financial compensation for the performance of his or her duties. NVMTA will pay for professional services needed to operate effectively, such as an accountant who is a CPA, professional printing services, a website manager, piano tuners and repair personnel, judges for various events, computer specialists, and other such service personnel. NVMTA will pay for the normal costs incurred in the running of both its events and its administration. These costs include, but are no limited to, such items as postage, rental, printing, photocopying, and food reimbursements.
4. A term for an officer of NVMTA is defined as a 2-year period. The President-elect will automatically assume the office of President when that office is vacated.
5. All results of entered students ( of the member who fails to appear on the day of an event to carry out assigned duties, and who has not provided a substitute approved by the chairman), will be withheld until a required fee is paid to NVMTA along with a written request from the member for the student (s) results.
6. In a situation in which a teacher provides a substitute for him/herself, and that person is not a member of NVMTA and/or does not teach the instrument being judged, approval of this substitute must be obtained from the event chairman. If the teacher provides a substitute for him/herself who teaches the instrument being judged, and is a member of NVMTA, then the substitute is automatically approved.
7. Any teacher who fails to appear on the day of a event to carry out assigned duties and who has not provided a substitute approved by the chairman, will pay NVMTA a fine of \$100 for each three hour session ( or fraction thereof), to be used as reimbursement for the substitute. The following is specifically clarified: Should a teacher have a four to six hour required work time, the fine would be \$200. If the teacher has a seven to nine hour required work time, the fine would be \$300, and so on.

8. Participants in NVMTA events must be studying with the entering teacher as their principal teacher of the instrument played. The entering (principal) teacher must be an active member of NVMTA as of the event entry deadline. Some events require that the student be studying with the principal teacher for six months prior to the entry deadline. For this information, refer to event information listed on the NVMTA web site.