

**BYLAWS OF THE NEW ORLEANS MUSIC TEACHERS  
ASSOCIATION**

**ARTICLE I – MEMBERSHIP**

Section 1 – Types of Membership

- a. Active membership is open to all persons professionally engaged in any field of music teaching. Such membership provides the privileges of participation in the activities of the Association, holding office, and voting.
- b. Association membership is open to all persons not professionally engaged in any field of music teaching who wish to support the programs of the Association. Such membership provides admission to all meetings of the Association but does not include the right to vote or hold office, or to apply for certification.
- c. Student membership is open to any bona fide student of music in high school (7<sup>th</sup> – 12<sup>th</sup> grades inclusive) and undergraduate college (the four years leading to the Bachelor's Degree). Student members may attend all meetings of the Association, but do not have the right to vote, hold office, enter students in competitions, or to apply for certification.
- d. Honorary membership may be bestowed upon any individual who has contributed outstanding services in the field of music. Honorary members may vote and hold office.

Section 2 – Membership Procedures

- a. A person desiring Active membership shall be an active member of LMTA and MTNA.
- b. A person or company desiring Association membership shall make application to the Membership Chairman, Acceptance is subject to the approval of the Executive Board.
- c. Student members shall be recommended by their teacher. Acceptance is subject approval of the Executive Board.
- d. Honorary members may be nominated and elected by ballot following a recommendation of the Executive Board.

**ARTICLE II – DUES**

Section 1 – Annual dues for Active and Associate memberships shall be set by the Executive Board.

Section 2 – Student and Honorary members shall be exempt from paying local dues.

**ARTICLE III – DUTIES OF OFFICERS AND CHAIRMEN**

Section 1 – The President shall preside at all meetings of the Association, shall call and preside at meetings of the officers, shall appoint any special committees as needed, and shall perform other duties implied by his title. The President shall also be ex officio member of all committees, shall submit a written report at the LMTA convention, and shall represent the Association at LMTA Executive Board meetings.

Section 2 – The President-Elect shall assume all duties of the President in the absence of that officer, and shall be Program Chairman. It shall be the responsibility of the Program Chairman to organize programs as directed by the Executive Board.

Section 3 – The 1<sup>st</sup> Vice-President shall assume all duties of the President in the absence of the President and President-Elect, and shall be the Student Activities Chairman. It shall be the responsibility of the Student Activities Chairman to:

- a. Appoint and assist all chairmen of NOMTA student activities, including but not limited to Piano Auditions Chairman and Composition Contest Chairman.
- b. Appoint the Piano Auditions Music Selection Committee.
- c. Promote the NOMTA auditions and contests.

Section 4 – The 2<sup>nd</sup> Vice-President shall assume the duties of the President in the absence of all superior officers, and shall be the Public Relations Chairman. It shall be the responsibility of the Public Relations Chairman to:

- a. Appoint the Telephone Committee Chairman.
- b. Coordinate all advertising and publicity efforts.

Section 5 – The Recording Secretary shall keep minutes of all meetings of the Association, shall see that the minutes are in legal form and properly preserved, and shall perform such other duties as may be assigned by the President.

Section 6 – The Corresponding Secretary shall distribute material from the local, state, and national organizations, acquire and distribute to the Executive Board a copy of the minutes of each meeting and conduct other correspondence as directed by the President.

Section 7 – The Treasurer shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts (including dues and fees) and disbursements, and shall present an official report to the Association upon request. The Treasurer's report shall be audited by the Executive Board annually.

Section 8 – The Historian shall acquire and preserve all archival materials related to the Association and its activities. These materials shall include, but not limited to, minutes, membership rolls, and Treasurer's reports for each year.

Section 9 – The Parliamentarian shall maintain proper procedures at all meetings and observance of the Association's Bylaws.

Section 10 – The Certification Chairman shall:

- a. Promote Certification
- b. Assist members in obtaining certification
- c. Disseminate all relevant information to the membership

Section 11 – The Membership Chairman shall actively recruit new members and be responsible for furnishing applications (available from the national office) to prospective members. With the cooperation of the Treasurer, the Membership Chairman shall maintain an accurate and current membership roll.

Section 12 – The Rally Chairman shall oversee all phases of the local Rally, submit a written report to the State Rally Chairman, and attend State Rally meetings.

Section 13 – The Composition Chairman shall oversee all phases of the local Composition Contest and shall encourage local students to enter the MTNA Composition Contest.

Section 14 – The Piano Auditions chairman shall oversee all phases of the piano auditions and organize the honors recital.

Section 15 – The Telephone Chairman shall be responsible for telephone communications as requested by the President, including but not limited to notifying members of meetings.

#### **ARTICLE IV – ELECTION OF OFFICERS AND CHAIRMEN**

Section 1 – The Nominating Committee shall consist of all past presidents and one member at large, with the immediate past president serving as chairman.

Section 2 – the Nominating Committee Chairman shall present at the last business meeting of the fiscal year the names of nine (9) candidates, one for each of the elective offices and chairmanships, except for that of President. Additional nominations may be made from the floor. Those members qualified to vote shall cast ballots for not more than nine (9) candidates so named. Those candidates receiving the largest number of votes will be declared elected for a

term of two (2) years. They will assume office on the first day of the fiscal year.

Section 3 – The President, President-Elect, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents may not succeed themselves. The Recording Secretary, Corresponding Secretary, and Treasurer may be re-elected indefinitely. All elected chairmen may succeed themselves indefinitely.

Section 4 – The President-Elect shall assume the Presidency of the Association upon the completion of the former President's term of office. Should the President-Elect be unable to assume the office of President, the President will be elected in the same manner as that of the other officers. A vacancy in the office of President-Elect may be filled by Presidential appointment, but an appointed President-Elect cannot assume the office of President without being elected to that office.

#### **ARTICLE V – AMENDMENTS**

Section 1 – These Bylaws may be amended at any business meeting of the Association by a majority of those qualified to vote, the proposed amendment having been submitted to the members at least thirty (30) days prior to the voting.

#### **ARTICLE VI – RULES OF ORDER**

Section 1 – Robert's Revised Rules of Order shall be the authority for parliamentary procedure of all Association meetings.