

**INDIANA MUSIC TEACHERS ASSOCIATION, INC.
CONSTITUTION AND BYLAWS**

Adopted July 11, 1961

Revised 1970, 1986, 1987, 1988, 1989, 1990, 1992, 1993, 1995, 1997, 1998, 1999, 2000, 2006

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be Indiana Music Teachers Association, Inc. ("IMTA") affiliated with Music Teachers National Association, Inc. ("MTNA"), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II - OBJECT

Section 1. Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of a future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts will be contributed, as determined by this organization's Board of Directors, to an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III - MEMBERSHIP

Section 1. Membership classifications, privileges, and responsibilities shall be prescribed in the Bylaws of Indiana Music Teachers Association, hereinafter designated as IMTA or as the Association, and must be consistent with the membership classifications provided in the Bylaws of MTNA.

Section 2. Membership dues shall be proposed by the Administrative Committee and approved by the IMTA Board of Directors.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the IMTA Bylaws.

Section 4. All members of this Association eligible for Active or Student membership in MTNA must hold membership in MTNA.

ARTICLE IV - OFFICERS

Officers of the Association shall be a President, President-Elect, First Vice President, Second Vice President, Secretary, Treasurer, and Immediate Past President. The manner of election and the duties of each Officer shall be defined in the IMTA Bylaws.

ARTICLE V - BOARD OF DIRECTORS

Section 1. The Board of Directors shall be composed of the Officers and other officials as prescribed in the IMTA Bylaws. The Board shall determine policies of the Association by actively pursuing the purposes of the Association within the limits of the Constitution and Bylaws. It 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 2. In order to transact business, a quorum consisting of seven voting members of the Board of Directors, at least one of them being the President or President-elect, must be present.

Section 3. The Board of Trustees (required by the State Incorporation Law) will co-adopt such rules and regulations for the conduct of Association business as shall be deemed advisable consist of three past Presidents of the Association or other former officers as appointed by the Board of Directors.

ARTICLE VI - MEETINGS

Section 1. Meetings of the Association shall be held as prescribed in the IMTA Bylaws.

Section 2. Three elected Officers plus ten Active members in good standing constitute a quorum of the Association for transacting Association business.

ARTICLE VII - FISCAL YEAR

The fiscal year begins on July 1 and ends on June 30.

ARTICLE VIII - PUBLICATION OF CONSTITUTION AND BYLAWS

The Constitution and Bylaws shall be printed and distributed to the membership annually.

ARTICLE IX - AMENDMENTS

Section 1. This Constitution may be amended at any business meeting of the Association by a majority vote of the Active members present and voting, the proposed amendment having been submitted to the members at least thirty (30) days prior to the voting, or by mail ballot sent to all of the membership.

Section 2. All amendments must be consistent with Article II of this Constitution, and a copy of same must be reported to the Executive Director of MTNA before approval.

BYLAWS

ARTICLE I - MEMBERSHIP

Section 1. Membership classifications in the Association shall be Active (Individual, Senior), Corporate, Patron, Collegiate, and Honorary.

Section 2. Active membership shall be open to past and present teachers of music in any of its various branches who either live or teach in the State of Indiana. Such membership provides the privileges of participation in the activities of the Association, attendance at meetings upon the payment of the registration fee, holding office, voting, and receiving the official Association publications. MTNA strongly encourages its members to adopt the Code of Ethics as their personal model of professional conduct.

Section 3. Corporate membership shall be open to those businesses or corporations who have an interest in furthering the mission of IMTA. Corporate members shall receive the official Association publications but shall not have the right to vote, hold office or enter students into MTNA or IMTA competitions.

Section 4. Patron membership shall be open to all individuals and businesses wishing to support the programs of the Association. Patron members shall be entitled to participate in the activities of the Association, attend meetings upon payment of the registration fee, and to receive the official Association publications, but shall not have the right to vote, hold office or enter students into MTNA or IMTA competitions.

Section 5. Collegiate membership shall be open to all college and university students currently involved in music study. Collegiate members shall be entitled to the same privileges as Active members, but shall not have the right to vote, hold office, or enter students into MTNA competitions. Collegiate members may enter students into IMTA competitions.

Section 6. Collegiate Chapters may be formed. The members of these collegiate chapters will have the power to elect officers as may be necessary to carry on the local business, and will have power to make Bylaws, Rules, or Regulations for the work of their respective chapters. However, these collegiate chapters will make no Bylaws, Rules, or Regulations inconsistent with the Constitution and Bylaws of IMTA. Copies of all laws and amendments must be filed with the IMTA President before final adoption by any collegiate chapter. The Presidents of the collegiate chapters serve as non-voting members of the Board of Directors.

Section 7. Honorary membership may be conferred upon those who have rendered outstanding service in the field of music.

ARTICLE II - TERMINATION OF MEMBERSHIP

Dues are delinquent sixty days beyond the renewal date 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. A member who allowed annual dues to lapse may reactivate his or 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. A person's membership may be revoked for cause, other than nonpayment of dues, by the process as outlined by MTNA.

ARTICLE III - MEMBERSHIP YEAR

The membership year is the same as the fiscal year—July 1 to June 30 for all membership categories except collegiate members, whose membership year is October 1 to September 30. Collegiate members may choose to renew their membership by July 1 if desired.

ARTICLE IV - DUES

Section 1. 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. To qualify for MTNA/IMTA Senior status, members must be age 70 or over by July 1 of the current fiscal year.

Section 2. Honorary members do not pay state dues but must pay national dues.

ARTICLE V - DUTIES OF OFFICERS

Section 1. An officer's term commences after the adjournment of the annual meeting at which the election occurs. The termination of office for all retiring officers coincides with the above.

Section 2. The President's term of office shall be three years. The President-Elect's term shall be three years. No person may hold the office of President, First or Second Vice President, or Secretary for more than two consecutive terms. A person may be eligible for election to a previously held office for another two consecutive terms after being out of office for at least one three-year term. A person may be re-elected as Treasurer any number of consecutive or non-consecutive terms. No officer may hold a national, division or elected state office concurrently except the Immediate Past President.

Section 3. The President presides at all business sessions of the Association, calls and presides at meetings of the Board of Directors, and performs other duties implied by his/her title as the Association requires. The President appoints, with the approval of the Board of Directors, all members of the Board other than the elected officers. Terms of appointment and duties shall be determined by the Board.

Section 4. The President-Elect assumes all duties of the President in the absence of that officer or at the discretion of the President. He/she will assume other duties as delegated by the President.

Section 5. The Vice President assumes all the duties of the President or President-Elect in the absence of those officers or at the discretion of the President or President-Elect.

a. The First Vice President is in charge of membership.

b. The Second Vice President is in charge of local associations and collegiate chapters.

Section 6. The Secretary records the minutes of all meetings of the Association and the Board of Directors, sends copies of minutes to all members of the Board within thirty days, and keeps an accurate and complete record book of activities of the Association.

Section 7. The duties of the Treasurer are as follows:

- Receive state dues and computer printouts of paid members from MTNA
- Maintain an accurate record of the Association finances
- Pay all bills of the Association
- Provide data for completion of (a) Internal Revenue Service tax forms, (b) State of Indiana annual corporate report and incorporation fee

This officer shall receive an annual gift from the Association. This officer shall be bonded, the bond and premium to be provided by IMTA.

Section 8. The Immediate Past-President chairs the nominating committee and assists the current president as needed.

ARTICLE VI - ELECTION OF OFFICERS

Section 1. Election of officers will take place at the annual business meeting of the Association.

Section 2. The President will appoint a Nominating Committee at least two months prior to the annual business meeting of the Association. The Nominating Committee will consist of no fewer than three members in good standing of the Association.

Section 3. The Nominating Committee will nominate one candidate for each office to be filled and will present these candidates to the board of directors for approval prior to the annual business meeting. Additional nominations may be made from the floor at the annual business meeting.

Section 4. The officers must be elected by a majority vote of the members present and voting.

Section 5. Vacancies in any office shall be filled by the President with the approval of the Board of Directors.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The Board of Directors shall be composed of the Officers, the State Chairpersons (as appointed by the President) for each national program of MTNA, the Editors of the Indiana Music Teacher and the Membership Directory, the Presidents of affiliated Local Associations, the Presidents of the Collegiate Chapters, and Members-at-large as determined by the Board.

Section 2. The President will appoint an Historian whose duties will be to maintain a file of data pertinent to the history of the Association.

Section 3. All members of the Board, elected and appointed, have an obligation to attend two out of three Board meetings per calendar year.

ARTICLE VIII - LOCAL ASSOCIATIONS

Section 1. Local associations may be formed in any part of Indiana where at least three IMTA members reside who wish to form a local association, provided that there is not already a local association in that locality. The IMTA Board of Directors may define the boundaries between local associations at its discretion. No local association will be formed, dissolved, split into two or more local associations, or enlarged by merger with another local association or associations, without the approval of the IMTA Board of Directors and of each local association involved.

Section 2. Any city, town or district music teachers association may petition to the Board of Directors for affiliation in IMTA by providing evidence that the following requirements have been fulfilled:

- a. That two (2) copies of the local association governing documents (e.g. Constitution, Bylaws, Articles of Incorporation) have been filed with the IMTA President and that they are consistent with those of IMTA and MTNA.
- b. That its fiscal and membership year coincide with that of IMTA.
- c. That it guarantees on the basis of submitted membership rosters that one hundred percent (100%) of its members who meet the requirements of MTNA Active Membership, and one hundred percent (100%) of its collegiate members, who meet the requirements of MTNA collegiate Membership, are members in good standing of MTNA.

Section 3. The members of such local associations will have the power to elect officers as may be necessary to carry on the local business, and will have power to make Bylaws, Rules, and Regulations for the work of the respective local associations. However, such local associations will make no Bylaws, Rules, or Regulations inconsistent with the Constitution and Bylaws of IMTA. Copies of all laws and amendments will be filed with the IMTA President before final adoption by any local association.

Section 4. The President of each local association shall be a full member of the IMTA Board of Directors, shall attend Board meetings, shall report on the activities of his/her association, and shall represent the interests of his/her association regarding IMTA business. If the local association president is unable to attend IMTA Board meetings, he/she shall appoint a representative from the local association to attend. In districts with no local association, a District Representative shall be appointed by the IMTA President.

Section 5. In referring to its affiliation, each local association shall use the phrase "Affiliated with the Indiana Music Teachers Association". This specific phrase shall be included in the constitutions of all affiliated local associations.

Section 6. Annual renewal of a local association shall be made without reconsideration by IMTA provided that:

- a. The affiliate has not formally notified IMTA that it wishes to discontinue affiliation.
- b. All provisions of Sections two and four of this Article continue to be fulfilled.

Section 7. In the event of the dissolution of a local association, any funds remaining in the treasury after the payment of any outstanding debts will be contributed, as determined by this local association's officers, to an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IX - COMMITTEES

Section 1. The President, subject to the approval of the Board of Directors, shall appoint such standing and *ad hoc* committees and chairs as may be required by the Constitution and Bylaws, or as he/she may deem beneficial to the Association. The President shall be a member *ex officio* of all committees except the Nominating Committee.

Section 2. The Administrative Committee shall consist of the President, President-Elect, First and Second Vice Presidents, Secretary, Treasurer, Immediate Past President, a member of the Board of Trustees, and a member of IMTA appointed at the discretion of the President. The Committee shall review the annual budget and submit it to the Board of Directors for approval. It may approve additional expenditures over budget, not to exceed 10% of the budget allocation for that area. The Committee shall also advise the Board of Directors in regard to the following areas:

- a. Recommendations for new major expenditures or changes to current expenditures.
- b. Policy and membership concerns.
- c. Other areas as determined by the Board of Directors.

Section 3. The AIM Development Committee shall consist of a Chairperson and members as appointed by the President. It shall be responsible for development and revision of the AIM Syllabus and all related examination materials.

Section 4. The AIM Administration Committee shall consist of a Coordinator as appointed by the President and shall include an Administrator and all chairs of local AIM audition centers. This committee shall be responsible for printing and distribution of AIM materials and for administration of the AIM Syllabus Auditions,

Section 5. The Hoosier Auditions Committee shall consist of a Chairperson as appointed by the President and shall include the Theory Chair and all the District Audition Chairs. It shall advise the Board regarding all aspects and activities of the Hoosier Auditions Program. A Member-at-Large may be appointed at the discretion of the President.

Section 6. The Independent Music Teachers Forum shall consist of a Chairperson as appointed by the President and shall include statewide representatives, appointed at the discretion of the President. The Chair shall serve as MTNA liaison to the national program, and the committee shall advise the Board regarding the interests of the independent music teacher.

Section 7. The Membership Committee shall be chaired by the First Vice President and shall include members as appointed by the President. It shall advise the Board regarding all aspects of membership in IMTA.

Section 8. The MTNA Competitions Committee shall consist of a Chairperson as appointed by the President and shall include the Chairs of the MTNA Junior, Senior, and Young Artist Performance Competitions and the MTNA Composition Competitions Chair. . It shall administer the first round and serve as MTNA liaison for each of the national competitions, and it shall advise the Board regarding all aspects and activities of said competitions.

Section 9. The Technology Committee shall consist of a Chairperson and members as appointed by the President. It shall advise the Board regarding all technology initiatives and shall develop technology education activities.

ARTICLE X - MEETINGS

Section 1. The annual conference of the Association will be held at such time and place as decided by the Board of Directors. The annual business meeting will be held at the same time and place as the conference . Members must be present in order to vote and to have a voice in the proceedings of the Association.

Section 2. Special meetings of the Association may be called by the President upon the request of a majority of the Board of Directors or upon a signed petition of one-third of the Active members in good standing in the Association.

Section 3. Meetings of the Board of Directors may be called by the President or upon the joint request of no fewer than three members of the Board.

Section 4. When a meeting of the Board of Directors is impractical, and as the need arises, the President may submit items of business by mail or email to the full membership of the Board of Directors requesting a mail or email ballot. The contents of such proposals and the results of such ballots will be reported to the Secretary, approved and incorporated into the minutes at the next meeting of the Board.

Section 5. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Association or any special rules of order the Association may adopt.

ARTICLE XI - AMENDMENTS

Section 1. These Bylaws may be amended by a majority vote of the Board of Directors, a quorum being present and voting, and the proposed amendment having been submitted to the Board members at least 24 hours in advance of the meeting.

Section 2. All amendments must be consistent with Article II of this Constitution, and a copy of same must be reported to the Executive Director of MTNA before approval.