

# CONSTITUTION

## ARTICLE I - NAME

The name of this organization shall be Northwest Suburban Music Teachers' Association (NWSMTA) affiliated with Illinois State Music Teachers Association (ISMATA) and 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 member 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 any 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 shall be contributed to a non-profit organization which qualifies under Section 501 (c)(3) of the Internal Revenue Service Code.

## ARTICLE III - MEMBERSHIP

**Section 1.** Membership classification and privileges shall be prescribed in the Bylaws of Northwest Suburban Music Teachers Association, hereinafter designated as NWSMTA or as the Association, and must be consistent with the membership classifications provided in the Bylaws of MTNA.

**Section 2.** Membership dues are prescribed by the Bylaws of the Northwest Suburban Music Teachers' Association.

## ARTICLE IV - AFFILIATION

All members of the Association shall hold membership in Illinois State Music Teachers' Association and the Music Teachers National Association.

#### **ARTICLE V - OFFICERS**

The officers of the Association shall be: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The manner of election and the duties of each officer shall be defined in the Bylaws.

#### **ARTICLE VI - BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall be composed of the officers, Committee Chairpersons, and the Immediate Past President and 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.

**Section 2.** Ten Board Members, three of whom must be officers, shall constitute a quorum for the transaction of business at Board Meetings.

#### **ARTICLE VII - MEETINGS**

**Section 1.** Meetings of the Association shall 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.** Twenty percent of the Active members constitute a quorum of the Association for the transaction of business.

#### **ARTICLE VIII - FISCAL YEAR**

The fiscal year shall be the same as the membership year, beginning July 1 and ending June 30.

#### **ARTICLE IX - AMENDMENTS**

**Section 1.** This Constitution may be amended at any business meeting of the Association by a two-thirds vote of the active members present and voting, the proposed amendment(s) having been submitted to the members at least thirty (30) days prior to the voting.

**Section 2.** This Constitution may also be amended by a majority vote of the membership via a mail or email ballot. The ballot and proposed amendment(s) may be submitted to the members at least four (4) weeks in advance of the required return date. The date for the return of the completed ballots must not be less than four (4) weeks and such date must be clearly stated on the ballot.

**Section 3.** All amendments must be consistent with Article II of the Constitution and a copy of same must be reported to the Executive Director of MTNA before approval.

Constitution Committee:

Helen Grosshans, Chairperson

Fran Onley

Kathryn Schindel

January 2001

## **BYLAWS**

### **ARTICLE I - MEMBERSHIP**

**Section 1.** Active membership is open to all persons who are actively engaged in a music profession. Such membership provides the privileges of participation in the activities of the Association, holding office and voting. Senior status may be granted upon application to any person who has attained the age of sixty-five (65) or more years who has been an active member of NWSMTA for at least ten consecutive years. Such status provides all privileges of Active membership, as well as a membership fee at half the cost of Active membership.

**Section 2.** Associate membership is open to all persons who are not actively engaged in a music profession and who wish to support the program of the Association. Such membership provides admission to all meetings of the Association, but does not include the right to vote or to hold office.

**Section 3.** Student membership is awarded to any full-time college music student. Student members may attend all meetings of the Association and under the supervision of an Active member, to enter students into NWSMTA activities as well as ISMTA Syllabus examinations or competitions. Student members shall not have the right to vote, hold office or enter students into MTNA competitions.

**Section 4.** Honorary membership may be conferred by the NWSMTA Board upon any individual who is 65 or older, retired from music teaching and has given distinguished service to NWSMTA. This membership carries all rights and privileges of Active membership and shall be exempted from payment of NWSMTA dues.

**Section 5.** All members who have paid their dues by July 1 and Honorary members shall be listed in the NWSMTA Yearbook. Visitors shall be allowed to attend two (2) meetings without payment of MTNA, ISMTA and NWSMTA dues.

**Section 6.** In order to participate in events sponsored by NWSMTA, members must abide by the rules of those particular committees as approved by the Board. Requirements of attendance must be evidenced by signature in the NWSMTA register. The Christmas party is not considered a business meeting.

### **ARTICLE II - DUES**

**Section 1.** Annual dues for Active members shall be set by the Board. Senior status members shall pay one-half of Active membership dues.

**Section 2.** Annual dues for Associate members shall be set by the Board.

**Section 3.** Annual dues for Student members shall be set by the Board.

**Section 4.** Annual dues for Honorary members shall be waived.

**Section 5.** Membership dues are due on or before July 1 each year, after which date members are not in good standing nor entitled to any of the privileges of membership until their dues are paid for the current fiscal year.

### **ARTICLE III - DUTIES OF OFFICERS AND BOARD MEMBERS**

**Section 1.** The President shall conduct all meetings and appoint Chairpersons of all committees, except the Nominating Committee. The President or an alternate shall attend the State Board meetings, which occur twice a year, one of which coincides with the State Convention. Compensation shall be made for registration fees, transportation and lodging upon submission of an expense account voucher. The President shall also appoint all special committees, as needed, and shall perform all other duties implied by this title.

**Section 2.** The First Vice President shall preside in the absence of the President and serve as Program Chairperson.

**Section 3.** The Second Vice President shall preside in the absence of both President and First Vice President and serve as Membership Chairperson.

**Section 4.** The Recording Secretary shall keep the minutes of each Board meeting and regular Membership meetings.

**Section 5.** The Corresponding Secretary shall conduct the correspondence of the Association and send out any necessary mailings.

**Section 6.** The Treasurer shall be responsible for the payment of all bills authorized by the Association and keep an itemized account of all receipts and disbursements, and shall present an official report to the Association at each business meeting. An Auditor selected by the NWSMTA Governing Board shall make an annual audit.

**Section 7.** The Board shall include the officers, the immediate past President, and Committee Chairpersons.

### **ARTICLE IV - MEETINGS**

**Section 1.** Business meetings shall be held monthly from September through November and from January through May.

**Section 2.** Board meetings shall be held at least twice during a fiscal year, one preceding the general September meeting and one as a joint meeting with incoming and outgoing Board members following the election of new officers. Other meetings may be held as deemed necessary.

**Section 3.** The rules contained in the current edition of *Robert's Rules of Order* shall govern the Association.

**Section 4.** The President shall appoint a Parliamentarian to provide parliamentary opinion during the deliberations of the Board and during general business meetings.

#### **ARTICLE V - ELECTION OF OFFICERS**

**Section 1.** A Nominating Committee shall consist of five (5) members, preferably one to be a past President, elected by the membership. The Nominating Committee shall elect the Chairperson.

**Section 2.** The Nominating Committee shall submit names for the offices of President, First Vice President, and Corresponding Secretary on even years for a two-year term at the March meeting, and shall submit names for the offices of Second Vice President, Recording Secretary and Treasurer on uneven years for a two-year term at the March meeting. Nominations may be made from the floor any time prior to election. No name shall be placed in nomination without the consent of the nominee.

**Section 3.** No members shall hold the same office for two (2) consecutive terms. A member may be elected to the same office after serving a partial term by appointment. Vacancies in office will be filled by appointment of the President, subject to the approval of the Board. However, if the vacancy occurs while the Nomination Committee is in session, the Nomination Committee shall offer the name of the candidate for the unexpired term of the vacancy.

**Section 4.** Election of officers shall take place at the April meeting, a majority vote being necessary to elect. If there be but one nominee for each office, the vote may be by acclamation.

**Section 5.** Officers are to be installed at the May meeting.

#### **ARTICLE VI - COMMITTEES**

**Section 1.** Committee chairpersons shall be appointed by the President upon his/her election, and committees will be formed to conduct the business of the organization.

**Section 2.** The Chairperson of each committee is expected to form his/her own committee.

**Section 3.** Rules and regulations, if any, set up by any committee shall be approved by the Board and shall be adhered to by all the membership.

#### **ARTICLE VII - AMENDMENTS**

**Section 1.** These Bylaws, upon Board recommendation, may be amended at any business meeting of the Association by a two-thirds vote of the active members present and voting, the proposed amendment(s) having been submitted to the members at least thirty (30) days prior to the voting.

**Section 2.** These Bylaws may also be amended by a majority vote of the membership via a mail ballot. The ballot and proposed amendment(s) may be submitted to the members at least four (4) weeks in advance of the required return date. The date for the return of the completed ballots must not be less than four (4) weeks and such date must be clearly stated on the ballot.

**Section 3.** All amendments to the Bylaws must be consistent with Article II of the NWSMTA Constitution.

January, 2001