

Constitution

Article I: Name and Affiliation

The name of this organization shall be Jacksonville Music Teachers Association, Inc., affiliated with Florida State Music Teachers Association and Music Teachers National Association. Jacksonville Music Teachers Association is a 501(c)(3) organization, incorporated through the State of Florida in 2003.

Article II: Object

The object of the Association shall be: a) to advance the interests of music and musicians; b) to raise the standard of music teaching; c) to promote musical interest in the community; d) to sponsor meetings for study, discussion, and evaluation; e) to provide financial assistance to qualifying music students and; f) to cultivate professional relations among the members of this Association.

Article III: Membership

Section 1: There shall be five classes of membership. They are Active, Provisional, Associate, Collegiate, and Retired.

Section 2: All members must pledge to uphold the current MTNA Code of Ethics.

Article IV: Officers

Section 1: The officers of this Association shall be: President, Vice-President, Recording Secretary, and Treasurer.

Section 2: All officers must hold membership in the Active classification.

Article V: Non-Profit Status

This Corporation has not been formed for pecuniary profit or for financial gain. No incorporator or member of this Corporation shall have any vested right or prevail in, of or to the assets, functions, affairs, or franchises of this Corporation or any right, interest or privilege which may be transferable or inheritable or which shall continue if membership ceases. No part of the earnings of this Corporation shall inure to the benefit nor be distributable to its incorporators, members, officers, or other private persons except that the Corporation 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 Article II hereof.

Article VI: Dissolution of Organization

In the event of the dissolution of this organization, all funds remaining in the treasury after the payment of any outstanding debts shall be contributed to Florida State Music Teachers Foundation.

Article VII: Executive Board and Executive Committee

Section 1: The Executive Board shall consist of all elected officers, the immediate past president, and the chairmen of all standing committees.

Section 2: The Executive Committee shall consist of the elected officers and the immediate past president.

Section 3: Any officers, past or present, elected or appointed, shall not be personally liable for the debts, liabilities or other obligations of this Association.

Section 4: Any officers, past or present, elected or appointed, shall be indemnified by the Association to the fullest extent permissible under the laws of this state.

Article VIII: Elections

Section 1: The election of officers shall be held at the regular meeting of the Association in April of odd years.

Section 2: No officer shall succeed himself or herself more than one time.

Section 3: These officers shall assume office at the close of the May meeting of odd years and shall serve for a term of two years. The exception to this shall be that the term of Treasurer shall begin with the next fiscal year, July 1st, and shall run until June 30th, two years later.

Article IX: Meetings

Section 1: The Association shall hold meetings from September through May, except December. The dates of these meetings shall be set by the Executive Board.

Section 2: Special meetings may be called at any time upon recommendation of the Executive Board.

Article X: Fiscal Year

The fiscal year of the Association shall be July 1 to June 30th.

Article XI: Bylaws

Section 1: This Association has governing Bylaws.

Section 2: Upon proper notice as provided in the Bylaws, said Bylaws may be amended, altered or rescinded by the membership by a two-thirds vote of those members who are eligible to vote at any regular meeting of this Association.

Article XII : Amendments

The Executive board of this Association shall review and approve proposed Constitutional amendments before presentation to the membership. Proposed amendments shall be presented to all qualified members in writing at least three weeks prior to a vote. The Constitution may be amended at any regular meeting of the Association by a two-thirds vote of all qualified members present.

Bylaws

Article 1: Membership Qualifications and Privileges

Section 1: ACTIVE- This shall include any person who is professionally engaged in the teaching of music whose application has been approved. Active membership shall provide privileges of participation in all activities of the Association, the right to vote, and the right to hold office.

Section 2: PROVISIONAL- This shall include those who are actively engaged in teaching music but are unable to meet all requirements for “Active” membership. Provisional membership will provide all Active membership privileges with the exception of the right to vote or hold office.

Section 3: ASSOCIATE- This shall include any person who is interested in the advancement of music, but not actively engaged in professional teaching. Associate membership will provide all Active membership privileges with the exception of the right to vote or hold office.

Section 4: COLLEGIATE- This shall be open to any college music major who has not held active membership in MTNA or FSMTA. Collegiate membership will provide all Active membership privileges with the exception of the right to vote or hold office.

Section 5: RETIRED- This shall be open, upon application, to those who are currently not teaching any students. Retired membership shall become void immediately upon resumption of teaching one pupil. Retired membership shall provide privileges of participation in activities of the Association, the right to vote, and the right to hold office.

Section 6: Only Active, Provisional and Collegiate members in good standing may enter their students in the activities sponsored by the Association.

Section 7: No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of JMTA.

Article II: Dues and Fees

Section 1: Annual dues for Active, Provisional, Associate and Collegiate members shall be paid in amounts as established by the Executive Board and approved by the general membership.

Section 2: Retired members shall be exempt from payment of dues.

Section 3: Dues are payable upon receipt of MTNA billing. The Association membership runs from July 1 to June 30th. All rights in the Association are forfeit until dues are paid.

Section 4: Dues for the current year must accompany all applications for membership.

Section 5: Fees for Association Sponsored events are set by the committee in charge.

Article III: Duties of the Executive Board and the Executive Committee

Section 1: The Executive Board shall meet in June to outline plans for the year, in August to approve all plans, and at any other time throughout the year as deemed necessary by the President.

Section 2: The Executive Committee shall fill any vacancy that occurs in an office (including acting appointments for temporary assignments), shall serve on the Membership Committee, and shall transact any business requiring the prompt attention of the Association. Executive Committee shall meet upon call of the President.

Article IV: Election of Officers

Section 1: The Nominating Committee shall present a slate of one nomination for each office at the April meeting, odd years. Additional nominations may be made from the floor.

Section 2: A majority of votes cast by members present and eligible to vote shall be necessary to elect.

Section 3: The officers shall be elected by ballot except in the case that the slate presented by the nominated committee is accepted by unanimous decision.

Article V: Quorums

Section 1: Twenty percent of the Active and Retired membership shall be a quorum of the Association.

Section 2: Eight members shall constitute a quorum of the Executive Board.

Section 3: Three members shall constitute a quorum of the Executive Committee.

Article VI: Duties of Officers

Section 1: PRESIDENT- It shall be the duty of the President to preside at all regular and called meetings of the Association, the Executive Board, and the Executive Committee. The President shall serve as ex-officio member of all standing and special committees. Chairpersons of standing committees shall be appointed by the President, subject to approval of the Executive Committee.

Section 2: VICE-PRESIDENT- In the absence of the President, the Vice-President shall perform all the duties of the President. The Vice-President shall serve as chairperson of the Membership Committee, secure new members and reinstate lapsed members, and shall appoint an advisor for Provisional members.

Section 3: RECORDING SECRETARY- It shall be the duty of the Recording Secretary to keep complete and correct records of all meetings of the Association, the Executive Board, and the Executive Committee.

Section 4: TREASURER- It shall be the duty of the Treasurer to receive and disburse all monies of the Association, to present a detailed report at each business meeting of the Association, and a yearly report at the May meeting. The Treasurer's books shall be reviewed at the end of each fiscal year by a committee appointed by the Executive Committee. They shall prepare and file required State and Federal reports annually. The Treasurer shall serve as chairperson of Finance Committee.

Section 5: All elected officers shall maintain a current manual of procedures to be passed down to their successors.

Article VII: Duties of Chairpersons or Standing Committees

Section 1: Chairpersons of standing committees shall be appointed by the President, subject to approval by the Executive Committee, and shall serve for a term of two years. They may be appointed for additional terms at the discretion of the Executive Committee.

Section 2: There shall be standing committees as follows:

a) **ALTRUISTIC**- This chairperson shall seek the welfare of all members of the Association.

b) **COMMUNICATIONS**- This chairperson shall handle all communications including creation and distribution of High Notes.

c) **COMMUNITY SERVICE AWARDS**- This chairperson shall be in charge of promoting participation in community service award programs. If there is more than one applicant within a county, the chairperson of this committee may appoint a committee to determine a winner for that county.

d) **CONSTITUTION AND BYLAWS COMMITTEE** - This committee shall present to the Association any suggested changes in the Constitution and Bylaws. They shall present adopted changes for publication.

e) **ETHICS**- The Ethics Chairperson will work to resolve ethics violations brought forth with all parties involved. If there can be no resolution, the matter will be forwarded to FSMTA Ethics Committee or Chairperson.

f) **FINANCE COMMITTEE** - This committee shall assist the Treasurer as needed with the budget or other important financial decisions.

g) **HISTORIAN**- This chairperson shall maintain all historical records of the Association.

h) **INTERNET MEDIA** - This chairperson shall maintain all internet presences of this Association.

i) **MEMBERSHIP COMMITTEE** - This committee shall be composed of the Executive Committee and the Advisor for Provisional Members, with the Vice President serving as chairperson. It shall seek to interest qualified persons in becoming a member of this Association.

j) **NOMINATING COMMITTEE**- This committee shall consist of the chairperson and four Active members. They shall include the current President and one or more past Presidents. The committee will prepare a slate of suitable persons for all elective offices and present same at the April meeting of odd years of the Association.

k) **PARLIAMENTARIAN** - The Parliamentarian should attend all business meetings of the Association and be prepared to resolve any point of order according to the current edition of Robert's Rules of Order.

l) **PIANO FESTIVAL COMMITTEE** - This committee shall be responsible for all events concerned with the Piano Festival.

m) **PROGRAM COMMITTEE** - This committee shall prepare and present an outline of the programs to be used throughout the year to the Executive Board in August.

n) PROVISIONAL - This chairperson shall help Provisional members become Active members. They shall explain the requirements for becoming Active members, provide materials and/or suggestions when needed, and administer the test when the Provisional member is ready.

o) SCHOLARSHIPS - This chairperson shall oversee all scholarship awards of this Association. The awards shall include one annual High School Senior Scholarship Award and annual summer music camp scholarships.

p) SOCIAL- This chairperson shall coordinate all social affairs called for in the program for the year and any special affairs that the Association may desire.

q) STUDENT RECITALS - This chairperson shall have complete charge of all Student Recitals and be responsible for all arrangements for presenting them.

Article VIII: Parliamentary Authority

All meetings of the Jacksonville Music Teachers Association shall be conducted by the rules of Parliamentary procedure. The current edition of Robert's Rules of order shall be adopted as final authority.

Article IX: Amendments

The Executive board of this Association shall review and approve proposed Bylaw amendments before presentation to the membership. Proposed amendments shall be presented to all qualified members in writing at least three weeks prior to a vote. The Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of all qualified members present.