

*The  
Jacksonville Music Teachers  
Association*

*Constitution,  
Bylaws,  
and  
Code of Ethics*

*Organized 1918*

*revised 2003*

# 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 true music culture by the interchanging of ideas, and (d) to cultivate fraternal relations among the members of the music teaching profession.

## ARTICLE III—MEMBERSHIP

Section 1. There shall be eight classes of membership.

a. **ACTIVE:** this shall include any person who is a professional teacher of the art and science of music, whose application for membership has been approved.

b. **HONORARY:** this is an honor which may be conferred on any person who has given distinguished service to this Association, or to the cause of music, and shall be elected by The Association upon the recommendation of the Executive Board.

c. **LIFE:** this is a courtesy (exemption from annual dues) which, upon unanimous recommendation of the membership committee and endorsement by the Executive Board may be extended to members who have merited special consideration through their extensive years of dedicated service, exemplifying significantly high professional standards.

d. **PROVISIONAL:** this shall include those who are actively engaged in teaching music but are unable to meet all requirements for Active membership. They shall be given a five-year period in which to advance professionally to eligibility for Active membership. Provisional members failing to meet these qualifications within the five year probational period shall forfeit all membership standing in the Association. Application may be made for Active membership again when and if the applicant becomes eligible for it.

e. **ASSOCIATE:** this shall include any person who is interested in the advancement of music, but not actively engaged in professional teaching.

f. **STUDENT:** this shall include any bona fide music pupil who is enrolled in high school, or who is out of high school but not over twenty-five years of age, provided he or she is a full time college student enrolled in one or more courses.

g. **RETIRED:** this shall be open upon application to those who are teaching no students. No dues shall be required. Retired membership shall become void immediately upon resumption of teaching one pupil. Dues for fiscal year in which teaching is resumed shall become due and payable.

h. **FRIENDS OF JMTA:** this shall include those who wish to support the local Association but do not teach music.

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

Section 3. For a valid reason a member in good standing may terminate membership by written resignation to the Treasurer, and be reinstated without penalty.

Section 4. Any active member, in good standing, of any local, state, or regional Music Teachers Association, with membership requirements comparable to those of the Jacksonville Music Teachers Association, shall be permitted to transfer that membership by submitting a letter from the Treasurer attesting membership to the Treasurer of this Association.

Section 5. Only Active, Honorary, Life, and Provisional members in good standing may enter their students in the student activities sponsored by the Association.

Section 6. No new Active, Provisional, or Associate member will be accepted into local chapter membership after January 1974, who does not elect both state and national membership.

#### ARTICLE IV—OFFICERS

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

#### ARTICLE V—COMMITTEES

There shall be standing committees as follows:

1. Altruistic
2. Certification
3. Community Service Award
4. Constitution and Bylaws
5. Ethics
6. Finance
7. High Notes
8. Historian
9. Membership
10. Nominating
11. Parliamentarian
12. Piano Festival
13. Programs
14. Provisional
15. Publicity
16. Scholarship
17. Social
18. Student Recitals
19. Telephone and Zone
20. Yearbook

Additional committees may be appointed and defunct committees may be deleted at any time by the Executive Committee.

## ARTICLE VI-EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

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

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

## ARTICLE VII-ELECTIONS

Section 1. The election of officers/directors shall be held at the regular meeting of the Association in April every two years.

Section 2. These officers/directors shall assume office at the close of the May meeting and shall serve for a term of two years. No officer shall succeed himself or herself more than one time.

Section 3. The nomination committee shall present a slate of one nomination for each office. Additional nominations may be made from the floor.

Section 4. (a) Honorary members, Life members, Retired members, and Active members who have paid their dues for the current year shall be permitted to vote and hold office. (b) Provisional members who have paid their dues for the current year shall have the privileges of Active membership with the exception of the right to vote in Association business meetings, to hold office, or to apply for certification.

Section 5. The officers shall be elected by ballot, except in the case that the slate presented by the nomination committee is accepted by unanimous decision.

## ARTICLE VIII-APPOINTMENTS

Chairpersons of standing committees shall be appointed by the President, subject to approval of 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.

## ARTICLE IX-MEETINGS

Section 1. The Association shall hold one meeting each month 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.

Section 3. The Executive Board shall meet in June and September. Special meetings may be called at any time by the President.

Section 4. The Executive Committee shall meet upon call of the President.

## ARTICLE X—QUORUMS

Section 1. One-fourth of the Active 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 XI—FISCAL YEAR

The fiscal year of the Association shall begin on the first day of July.

## ARTICLE XII—AMENDMENTS

The Constitution may be amended at any regular meeting of the Association by a two-thirds vote of the qualified members present, provided that the proposed amendment has been presented in writing to all qualified members at least thirty days in advance.

## BYLAWS

### ARTICLE I—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.

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. Corresponding Secretary. It shall be the duty of the Corresponding Secretary to carry on all correspondence assigned by the President and the Executive Board.

Section 5. 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.

**ARTICLE II—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 September 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.

**ARTICLE III—DUTIES OF STANDING COMMITTEES**

Section 1. Altruistic Committee. This committee shall seek the welfare of all members of the Association.

Section 2. Certification Committee. This committee shall guide members through the certification process. It shall accomplish this by being available for mentoring and by providing members with all materials regarding requirements of certification.

Section 3. Community Service Award Committee. This committee shall be in charge of distributing and receiving all applications and materials for the community service award. 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.

Section 4. Constitution and Bylaws Committee. This committee shall present to the Association any suggested changes in the Constitution and Bylaws, and shall forward to the succeeding Year Book Committee a written statement of all Constitution and Bylaws changes adopted during the term.

Section 5. Ethics Committee. This committee will investigate allegations of violations of the "Code of Ethics" as published and set forth by the Jacksonville Music Teachers Association. After just substantiation and upon referral to, and recommendation by the Executive Board, a member who violates the "Code of Ethics" will be unable to participate in JMTA functions for a probationary period. If the member is still in violation of the "Code of Ethics" after this time, they may be asked to resign from JMTA.

Section 6. Finance Committee. This committee shall prepare the budget for the fiscal year, and shall present it to the September meeting of the Executive Board. The Treasurer shall be a member of this committee.

Section 7. High Notes Committee. This committee shall publish eight editions of the newsletter called "High Notes," one edition each month from September through May, except December.

Section 8. Historian Committee. This committee shall maintain all historical records of the Association.

Section 9. Membership Committee. This committee shall be composed of the Executive Committee and the Advisor for Provisional members, with the Vice President serving as chairperson. This committee shall be concerned with all types of membership: (a) Active, (b) Honorary, (c) Life, (d) Provisional, (e) Associate, (f) Student, and (g) Retired. It shall seek to interest qualified teachers in becoming Active members; those actively teaching but unable to meet all qualifications for Active membership in becoming Provisional members; those qualified music students into becoming Student members; and those interested in the advancement of music, but not teaching professionally, in becoming Associate members. It shall examine all applications for membership and approve all those which qualify. The Advisor for Provisional members shall, through written statements and personal interviews, inform the applicants of deficiencies to be rectified before Active status can be attained.

Section 10. Nominating Committee. This committee shall prepare a slate of suitable persons for all elective offices and present same at the April meeting of the Association.

Section 11. Parliamentarian. The Parliamentarian should attend all business meetings of the Association, and be prepared to resolve any point of order according to Robert's Rules of Order (revised).

Section 12. Piano Festival Committee. This committee shall be responsible for all events concerned with the Piano Festival.

Section 13. Program Committee. This committee shall prepare and present an outline of the programs to be used throughout the year to the Executive Board in September.

Section 14. Provisional Committee. This committee shall help provisional members become active members. It shall explain the requirements for becoming active members, provide materials and/or suggestions where needed, and administer the test when the provisional member is ready.

Section 15. Publicity Committee. This committee shall take care of all newspaper and radio publicity for meetings, concerts, and special events. It shall promote in every way possible the Music Teachers Association.

Section 16. Scholarship Committee. There will be only one (1) scholarship in the amount of \$1000.00 offered by JMTA.

(a) Auditions will be open only to students who have studied for six or more months with a JMTA member in good standing. Only high school seniors who will complete work during the school year in which they audition and who state their intention to pursue a college degree in Music may apply. Students seeking a dual major in Music and another field of study are not excluded. Music minors are not eligible to apply.

(b) A fee of \$25.00 must accompany each application.

(c) Each applicant must 1. supply a letter of recommendation from his or her private teacher, 2. supply a letter of recommendation from a teacher or administrator at his or her school, 3. supply a letter of character reference from a responsible adult who is not a member of his or her immediate family, 4. sign and submit the application form which includes acknowledgment of audition, music major, and performance requirements.

(d) Each applicant shall prepare a memorized program of 20 to 30 minutes duration, including works from each of the following classifications:

1. Baroque or Classical
2. Romantic
3. Impressionistic or Contemporary

(e) The winner of the scholarship audition is required to present a performance at a scheduled JMTA function. At the conclusion of this required performance the scholarship award will be presented. Failure to meet this requirement will result in forfeiture of the award.

(f) Scholarships are awarded with no requirement for repayment on the part of the recipient who registers and finishes the first year of college as a Music Major. If the recipient does not register and complete the first year as a Music Major, the recipient will reimburse JMTA the full amount of the scholarship as stated in the application.

(g) The Scholarship Committee or its Appointed Judges will sit as an auditioning committee to select the winners. The judging panel shall include at least one judge qualified in the medium of each contestant. Public announcements of the auditions will be made eight weeks prior to the event; applicants must have submitted all necessary forms, letters, etc., to the committee by a deadline date which will be given in the announcement. The Committee will use its discretion in setting the date and in making the public announcements. The Scholarship Committee shall be responsible for all procedures as outlined above, and for their interpretation.

Section 17. Social Committee. The Social Committee shall be responsible for all social affairs called for in the program for the year, and any special affairs that the Association may desire.

Section 18. Student Recital Committee. This committee shall have complete charge of all Student Recitals and be responsible for all arrangements for presenting them.

Section 19. Telephone and Zone Committee. This committee shall notify the Altruistic Committee of any illness or need in any zone. It shall make all telephone calls requested by the President, or necessary to carry out its duties.

Section 20. Year Book Committee. This committee shall have complete charge of printing the year book, make all financial arrangements regarding same, and forward to the succeeding committee a written statement of all information pertinent to the new year book.

#### ARTICLE IV--FEES AND DUES

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

Section 2. Honorary members, Life members, and Retired members shall be exempt from payment of dues.

Section 3. Dues are payable upon receipt of MTNA billing. JMTA membership runs from July 1 to June 30. Members not having paid dues by August 1 forfeit all rights in JMTA, unless or until their membership has been reinstated.

Section 4. Fees for Student Recitals are set by the committee in charge, and must be paid prior to the recital

Section 5. Dues for the current year must accompany all applications for membership. After February 1<sup>st</sup>, one half of the year's dues will be accepted.

Section 6. Any Active member who has lapsed in payment of annual membership dues may be reinstated either (a) upon payment of dues arrears together with the current dues, or (b) upon the submission of an acceptable application for membership.

Section 7. The names of members whose dues have lapsed shall not appear in the printed membership list, except as provided in Section 3.

Section 8. Retired members may continue to receive the High Notes. A fee for this service will be at the discretion of the general membership.

#### **ARTICLE V-PARLIAMENTARY AUTHORITY**

All meetings of the Jacksonville Music Teachers Association shall be conducted by the rules of parliamentary procedure. Robert's Rules of Order (revised) shall be adopted as final authority.

#### **ARTICLE VI-AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the qualified members present, providing the proposed amendment has been presented at a previous meeting, or presented in writing to all qualified members at least thirty days in advance.

## CODE OF ETHICS

### FLORIDA STATE MUSIC TEACHERS ASSOCIATION

Adopted by Jacksonville Music Teachers Association in 1961.

We, the members of Florida State Music Teachers Association, having dedicated ourselves to the advancement of music and the development of musicians, subscribe to the following principles of ethical practice as standards of professional conduct:

- I. It shall be the obligation of every member to maintain the highest standards of moral and professional conduct and personal integrity.
  
- II. In the Area of Studio Music Teaching:
  - 1) teachers will refrain from exploiting the student primarily for the teacher's own prestige
  - 2) teachers will cooperate in the support of public education and encourage students to participate in school ensembles and activities, unless detrimental to the welfare of the students
  - 3) teachers, if affiliated with the public schools in an instructional capacity, will conform to the policies of the school and cooperate with the administration
  - 4) teachers will be tireless in developing in students good taste in music literature and the highest possible standards in performance
  - 5) teachers will teach the interpretation of music according to what, in their best judgment, are the intentions of the composer
  
- III. In the Areas of Secondary School and College Music Teaching:
  - 1) teachers will not show partiality when advising those seeking guidance in selecting a private teacher, but will, if requested, suggest the names of two or more private teachers in the community, the final choice to be made by the parent and students
  - 2) teachers will secure advance approval from the properly constituted authorities for the use of a cost-free room in a publicly owned building for the purpose of teaching privately for personal monetary gain
  - 3) teachers will, after a period of basic music instruction through groups or classes, encourage qualified students to study with private teachers so the student's abilities can be more thoroughly developed
  - 4) when serving for a limited time as an interim instructor of a student from a private studio, teachers will employ the utmost tact in order to avoid undermining the instruction of the student's regular teacher

**IV. In the Areas of Cooperative Activity:**

- 1) it shall be the aim of all teachers to afford every student a rich experience in music
- 2) teachers will give just recognition for the efforts of those to whom credit is due
- 3) teachers will refrain from discussing with parents or students the work of another teacher in such a way as to injure the professional reputation of that teacher
- 4) teachers will not claim sole credit for the achievement of students under cooperative or individual instruction, if such claims shall imply discredit upon a previous or present cooperating teacher
- 5) teachers will not claim credit for the achievement of any student until the student has studied with that teacher for a term of not less than six months
- 6) teachers will rely upon their professional qualities to attract students and will avoid using their positions in the community, churches, or schools to pressure students to study with them
- 7) teachers will not represent themselves as a "pupil of" or a "student of" a teacher unless they have completed a minimum of three months study with that teacher
- 8) teachers will not make exaggerated claims or misleading statements in any printed matter; advertising copy will be dignified, strictly truthful, and representative of the art of music and its responsibility to the community
- 9) members will refrain from referring prospective students to unqualified student teachers, those who have not completed their degree or certificate work with pedagogy and/or supervised practice teaching; this practice constitutes a serious breach of ethic, a lowering of standards, and an unprofessional disregard for the public

**V. Teachers will educate themselves to the guidelines for the use of all copyrighted materials, and will refrain from illegal photocopying or reproduction thereof.**

**It shall be the duty of every member to report to the Executive Board the violation of any article of this Code, supported by written evidence of such unethical conduct.**