

**NORTH CAROLINA MUSIC TEACHERS ASSOCIATION, INC.  
CONSTITUTION**

**PREAMBLE**

The purpose for which this corporation is organized and operated is exclusively literary and educational, as defined in Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The purpose of this corporation shall be the advancement of music education, and in specific furtherance thereof:

- a. To conduct programs and activities to build a vital musical culture and an enlightened musical public for the benefit and the general welfare of all persons;
- b. To ensure that every student shall have access to a balanced, comprehensive, and high-quality program of music education;
- c. To improve the quality of teaching, research, and scholarship in music;
- d. To promote the involvement of persons of all ages in learning music;
- e. To foster the utilization of the most effective techniques and resources in music instruction; and,
- f. To facilitate the education of music teachers.

**ARTICLE I - MEMBERSHIP**

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of the North Carolina Music Teachers Association, hereinafter designated as NCMTA or as the Association.

Section 2. Membership dues shall be proposed by the Executive Committee and approved by the NCMTA Board.

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

**ARTICLE II - AFFILIATED LOCAL ASSOCIATIONS**

Section 1. Any city, town or district music teachers association may become and remain affiliated with NCMTA by fulfilling the requirements of membership as stated in the Constitution and Bylaws.

Section 2. The Executive Officers may suspend or terminate any affiliated Association at any time for justifiable cause, as outlined in the Bylaws, subject to ratification of this action by the NCMTA Executive Board.

**ARTICLE III – EXECUTIVE OFFICERS**

Section 1. The Executive Officers shall be composed of the President, President-Elect, Vice President for Membership, Vice President for Publicity/MTNA Foundation, Secretary, Treasurer, and Immediate Past President. [The manner of election and the duties of each officer shall be defined in the Bylaws.]

Section 2. The Executive Officers shall determine policies of the Association in consultation with the NCMTA Board of Directors and within the limits of the Constitution and Bylaws. It shall actively pursue the purposes of the Association and 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 3. In order to transact business a quorum consisting of four voting members of the Executive Officers, at least one of them being the President or President-Elect, must be present.

## ARTICLE IV – NCMTA EXECUTIVE BOARD

Section 1. The NCMTA Executive Board shall be composed of the Executive Officers and the Board of Directors. The NCMTA Board of Directors shall consist of the Planning Senate Chair, *NCMT* Editor, Piano Contest Director, Organ/Harpsichord Chair, Composition Competition Coordinator, String Teachers Chair, Brass/Woodwind/Percussion Teachers Chair, Voice Teachers Chair, Webmaster, Technology Chair, Piano Teachers Chair, Competition Chair, Young Artist Competition Coordinator, Senior Competition Coordinator, Junior Competition Coordinator, MTNA Certification Chair, NCMTA Scholarship Fund Chair, Arts Awareness & Advocacy Chair, Independent Music Teachers Forum Chair, College Faculty Chair, Student Activities Chair, Constitution/Handbook Chair, Historian, Presidents of Affiliated Local Associations, and Local Conference Chair. The manner of appointment shall be defined in the Bylaws.

Section 2. Any NCMTA member who holds a national or divisional office of the Music Teachers National Association (MTNA) shall be a member *ex-officio* of the NCMTA Board of Directors.

Section 3. The NCMTA Executive Board shall make recommendations regarding policy and membership concerns and shall approve such recommendations by a simple majority vote.

Section 4. The NCMTA Executive Board shall have the power to rescind by a two-thirds vote any decision of the Executive Officers.

Section 5. One fourth (25%) of the Executive Board, of whom at least two must be Executive Officers, shall constitute a quorum of the NCMTA Executive Board.

Section 6. The Executive Officers may submit items of business by mail to the NCMTA Board of Directors requesting a vote via a mail ballot. The contents of the proposals and the results of such mail ballots shall be reported to the Secretary, approved and incorporated in the minutes of the next meeting of the NCMTA Executive Board.

## ARTICLE V – COMMITTEES

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

## ARTICLE VI – SECTIONS

Section 1. Members of the Association with a major interest in a particular area of music may, with the approval of the Executive Board, form a Section. The activities of a Section are subject to the approval of the Executive Board.

Section 2. Section members may elect from among their number a Chair, a Vice Chair, and a Secretary, whose terms of office shall correspond to those of the Executive Board.

Section 3. Approved sections are: Piano Section; Composition Section; Voice Section; String Section; Organ/Harpsichord Section; Brass/Woodwinds/Percussion Section.

Section 4. Articles of Administration for the Sections are appended to the Bylaws of this Constitution.

## ARTICLE VII – MEETINGS

Section 1. There shall be an annual meeting of the NCMTA, time and place to be determined by the Executive Board. Notice of such meeting shall appear in the official Association publication at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items of consideration. This meeting will normally be held during the annual Conference of the Association.

Section 2. The current entitled voting membership in attendance at the general membership meeting shall constitute a quorum for the election of officers and for the transaction of business at any annual or special membership meeting.

Section 3. Special meetings of the Executive Officers may be called by the President, or upon the request of not less than four of the Executive Officers, or upon a signed petition from ten (10) percent of the active members of the Association.

Section 4. The NCMTA Executive Board shall meet three (3) times each year. Special meetings of the Executive Board may be called by the President, or upon the request of not less than one fourth of the members of

the NCMTA Executive Board or upon a signed petition from ten (10) percent of the active members of the Association.

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.

Section 6. The President may appoint a Parliamentarian to provide opinion during various meetings.

#### **ARTICLE VIII PUBLICATION OF CONSTITUTION AND BYLAWS**

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

#### **ARTICLE IX – AMENDMENTS**

Section 1. This Constitution may be amended upon the recommendation of the NCMTA Executive Board at any annual session of the Association by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the membership of NCMTA at least thirty (30) days in advance of the session.

Section 2. Upon the recommendation of the NCMTA Executive Board this Constitution may be amended by a mail ballot. Approval by a two-thirds vote shall constitute amendment. The ballot and proposed amendments must be submitted to the members of NCMTA at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot.

# **NORTH CAROLINA MUSIC TEACHERS ASSOCIATION, INC.**

## **BYLAWS**

### **ARTICLE I - MEMBERSHIP**

Section 1. Active Membership shall be open to all individuals professionally engaged in any field of music activity. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, hold office and receive the official Association publications. Acceptance of membership includes an agreement to abide by the Code of Ethics of the Association.

Section 2. Senior Membership is automatically granted to a member who reaches the age of 65 and has been an active member for the previous five years. Senior members pay reduced dues, but have all the other rights and privileges of individual members.

Section 3. Student membership shall be open to all students from grade seven currently involved in regular music study. A Collegiate member (member of a recognized collegiate chapter) who enrolls in a college, university or conservatory as a music student shall have the option of Student Membership for the period of enrollment. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the Association publications, but shall not have the right to vote or hold office. However, all student members shall be entitled to enter students into NCMTA competitions.

Section 4. Patron Membership shall be open to all individuals and businesses that wish to support the programs of the Association. Patron members shall be entitled to attend programs of the Association, and to receive the official Association publications, but shall not have the right to vote or hold office.

### **ARTICLE II - REVOCATION OF MEMBERSHIP**

No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of NCMTA. Any accusation that a member of NCMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of NCMTA, who shall immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership, the certification and the participation of that person either directly or through a student in any competition or audition sponsored by NCMTA or MTNA. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA.

Any membership terminated under this section shall be reinstated upon the filing with the MTNA President of a certified copy of the judgment reversing the conviction.

### **ARTICLE III - FISCAL YEAR**

The fiscal year shall commence on July 1 and shall end on June 30.

### **ARTICLE IV - MEMBERSHIP YEAR**

Section 1. The membership year for all membership categories except that of student membership shall coincide with the fiscal year, July 1 to June 30. The student membership year shall be October 1 to September 30.

Section 2. 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.

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

Section 1. A Nominating Committee shall be selected in even-numbered years to nominate NCMTA officers. The committee shall consist of the Immediate Past President and four active members of the Association. These four members shall be appointed by the President. Each shall have given his or her consent. The Immediate Past President shall serve as chair.

The Nominating Committee shall prepare a slate of not more than two (2) candidates for each office. This slate shall appear in an issue of the official Association publication at least ninety (90) days before the date of the annual session of the Association.

Section 2. The active members of NCMTA shall elect by a majority vote the Executive Officers of the Association. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. This consent must be given in writing or given in person at the meeting. Election by the members must be by secret ballot, and each office shall be voted on separately. In the event of only one nominee for an office, the president may recommend election by general consent. The election shall take place at the annual session of the members in odd-numbered years.

Section 3. The President-Elect, upon completion of his or her term of office, shall become President of the Association. Should the elected President-Elect be unable to assume the Presidency, the President shall be elected, for that term only, in the same manner as the other officers.

Section 4. Each officer shall be elected for a term of two years. No person shall hold the same elective office for more than two consecutive terms.

Section 5. The officers elected begin their two-year terms with the adjournment of the Conference during which they were elected.

Section 6. No officer may hold a national, division or state office concurrently except the Immediate Past President.

Section 7. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Executive Officers, and be subject to the approval of the NCMTA Executive Board. A President-Elect selected in this manner cannot assume the office of President without being elected to that office.

#### **ARTICLE VI – DUTIES OF NCMTA EXECUTIVE OFFICERS**

Section 1. The President presides at meetings of the Association; convenes and presides at meetings of the Executive Board; appoints personnel for all standing and *ad hoc* committees and boards; appoints all non-prescribed members to the NCMTA Board of Directors and performs all other duties implied by his or her office.

Section 2. The duties of the Vice Presidents are as follows:

(a) The President-Elect assumes all duties of the President in his or her absence; is the Chair of the Conference Committee, and performs such other duties as may be designated by the President and the Executive Board.

(b) The Vice President for Membership presides in the absence of the President and the President-Elect; is the Membership Chair; and performs such other duties as may be designated by the President and the Executive Board.

(c) The Vice President for Publicity/MTNA Foundation presides in the absence of the President, the President-Elect, and the Vice-President for Membership is the Publicity Chair and promotes the MTNA Foundation; and performs such other duties as may be designated by the President and the Executive Board.

Section 3. The Secretary records and files the minutes of all meetings of the Association and the Executive Board, and performs such other duties as may be designated by the President and the Executive Board.

Section 4. The Treasurer receives annual dues and all other receipts for the General Operating Fund and pays all bills authorized by the Executive Officers and/or the Board of Directors; keeps an itemized account of all receipts and disbursements; presents a financial report to the President and Executive Board upon request; and submits all records to an auditor prior to submitting these records to the succeeding Treasurer.

#### **ARTICLE VII - AFFILIATED LOCAL ASSOCIATIONS**

Section 1. Any city, town or district Music Teachers Association may petition to the Executive Committee for affiliation in NCMTA by providing evidence that the following requirements have been fulfilled:

a. That two (2) copies of the Local Association governing document(s) (e.g., Constitution, Bylaws, Articles of Incorporation) have been filed with the Secretary and that they are consistent with those of NCMTA.

b. That its fiscal and membership year coincide with that of NCMTA.

c. That membership is open to all members of NCMTA within the geographical territory covered by the Local Association.

Section 2. Upon determining that a petitioning local Music Teachers Association has fulfilled the requirements of Section One (1) of this Article, NCMTA shall approve the petition.

Section 3. In referring to this affiliation, each Local Association shall use the phrase "Affiliated with the North Carolina Music Teacher Association." This specified phrase shall be included in the constitutions of all affiliated Local Associations.

Section 4. If a local music teachers association has affiliated with NCMTA as a Local Association, all members of that Local Association must be members of both NCMTA and MTNA.

Section 5. Annual renewal of a Local Association shall be made without reconsideration by NCMTA provided:

- a. That the affiliate has not formally notified NCMTA that it wishes to discontinue affiliation.
- b. That all changes in the Constitution and Bylaws of the affiliated Local Association have been filed with NCMTA, that they are consistent with the Constitution and Bylaws of NCMTA, and have been approved by NCMTA.
- c. That all provisions of Section One (1) and Four(4) of this Article continue to be fulfilled.

Section 6. The Executive Board may suspend or terminate any affiliated Association at any time for justifiable cause, as outlined in the Bylaws.

Section 7. Only one Local Association from each city will be accepted for affiliation.

### **ARTICLE VIII - STANDING COMMITTEES**

Section 1. The Finance Committee shall consist of the President, President-Elect, Past-President, and Treasurer. The Treasurer shall serve as chair of this committee. The Committee shall submit to the NCMTA Board for approval an annual budget based on recommendations of the NCMTA treasurer. It shall be responsible for all financial records and policies of the Association.

Section 2. The Historian is to collect and keep in the North Carolina Collection, Wilson Library, University of North Carolina - Chapel Hill, all items of historical interest to the Association, including programs, pertinent newspaper and magazine articles, photographs and correspondence.

### **ARTICLE IX – PUBLICATIONS**

Section 1. The official publication of the Association is *The North Carolina Music Teacher*.

Section 2. The Editor is responsible for the editorial content of *The North Carolina Music Teacher*.

Section 3. The official website of the Association is <[www.ncmta.org](http://www.ncmta.org)>.

Section 4. The Webmaster is responsible for the editorial content of the website.

### **ARTICLE X - AMENDMENTS**

These Bylaws may be amended upon the recommendation of the Executive Board by notifying the general membership one day and voting on the proposed amendment the next day, provided that a minimum of fifteen hours has passed.

[revised October 20, 2007]