

**CONSTITUTION AND BY-LAWS OF  
LUBBOCK MUSIC TEACHERS  
ASSOCIATION**

(REVISED June 1983, April 1991, 1996, 2011, 2013, 2014, August 2017)

**PREAMBLE**

Whereas, we as members of the Music teaching profession realize that mutual interests and benefits can best be furthered by closer association and concerted action: Be it resolved that we shall bind ourselves together into an association to be known as Lubbock Music Teachers Association and shall adopt these principles of government as our Constitution and By-Laws.

**CONSTITUTION**

**ARTICLE I – MEMBERSHIP**

SECTION 1. Members shall be of three classes: active, honorary, and business affiliate.

SECTION 2. Membership qualifications, duties and privileges are prescribed by the By-Laws of this Association.

**ARTICLE II – OFFICERS**

SECTION 1. The officers of this Association shall be: President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, State/Local Publicity Chairperson, and Antitrust Compliance Officer.

SECTION 2. The duties, procedures, and election of officers are prescribed by the By-Laws of this Association.

**ARTICLE III – OFFICIAL COMMITTEES**

SECTION 1. The official committees shall be the following: The Executive Board; Membership; Program; Yearbook; Code of Ethics, Constitution and By-Laws; Certification; Social; Scholarship; Special Projects; Budget; Hymn Festival; Sonatina Contest/Festival; Contest Literature; Independent Music Teachers Forum; Technology and Student Affiliate.

**ARTICLE IV – MEETINGS**

SECTION 1. Regular meetings shall be held the first Friday of each month from September to May except for the months of December and February, unless otherwise planned and approved by the Executive Board. One meeting shall be held during the summer, the date to be set by the President and host/hostess. Time of meetings shall be decided by vote of the membership, upon recommendation of the Executive Board.

SECTION 2. Special meetings may be called by the President or by a majority vote of the Executive Board.

SECTION 3. Twelve or more members shall constitute a quorum.

## ARTICLE V - CODE OF ETHICS

SECTION 1. The code of ethics for this Association shall be the Texas State Code of Ethics.

SECTION 2. The Code of Ethics shall be read to the association once each year, preferably at the first meeting of the academic year.

## ARTICLE VI – DUES

SECTION 1. The amount of dues shall be set yearly by the Executive Board subject to approval by the membership at the next schedule meeting. Dues are payable as of May 1 and late as of June 30.

## ARTICLE VII – EXPENDITURES

SECTION 1. A written record and receipts for all expenditures of the Association shall be kept and presented to the Treasurer for payment and subject to approval by the Executive Board.

SECTION 2. Any committee which charges registration fees for its activities must work on a self-supporting basis. Itemized records of income and expenses, including names and fees paid by entrants and their teachers, with verified receipts or check numbers, must be kept and copies provided to the Treasurer. If an activity should have a deficit for one year, detailed records shall be reviewed by the Executive Board, with recommendations to follow.

SECTION 3. Any committee wishing to increase its expenditures must present an estimate of its expenses and increases to the Executive Board. Any and all expenditures above the estimate must have the approval of the Executive Board (in session) or the Budget Committee before being introduced to the general membership for approval.

## ARTICLE VIII – PARLIAMENTARY AUTHORITY

SECTION 1. Any matters not provided for by this Constitution and by-laws may be decided by a vote of two-thirds of those voting members present at regular meetings.

SECTION 2. All points of order not covered in this Constitution and by-laws shall be determined by *Robert's Rules of Order-Revised*.

## ARTICLE IX – AMENDMENTS

SECTION 1. The Constitution or by-laws may be amended or revised by a two-thirds vote at any meeting, provided notice of the proposed amendment is given at the preceding meeting.

## HONORARY MEMBERS

Betty Cole

Dr. Don Williams

David Smither

## BY-LAWS

### ARTICLE I—MEMBERSHIP

SECTION 1. Active members shall be persons engaged in the teaching of music for remuneration who qualify in one of these categories:

- A. Certified by the Music Teachers National Association
- B. College/University Degree in Applied Music or Music Education
- C. Provide transcript of four semesters of college credit in applied music teaching field and two semesters in Music Appreciation, Music Literature or Music History.
- D. A minimum of eight years of study in piano or five years of study in any other instrument or voice, a written affidavit from a college teacher, certified teacher, or recognized master teacher approved by the Executive Board, and recognition that the teacher has acquired the advanced skill and know-ledge necessary to be qualified in a particular field.
- E. Actively engaged in music teaching

Retired members who are not actively engaged in teaching music will always be welcome to attend local meetings and functions, providing wisdom, guidance and experience to their active colleagues. They may serve as ex-officio members of committees, should the need arise.

SECTION 2. **Business Members** may be elected to membership, with annual dues of \$50 paid to the local association.

SECTION 3. **Honorary membership** may be conferred upon any person who has made special or outstanding contributions in the field of music or to the Association. Name and qualifications for this distinctive honor must be submitted in writing by an active member to the Executive Board for approval, before being voted on by the association by secret ballot. Three negative votes cast will defeat a candidate for Honorary Membership.

SECTION 4. No teacher whose dues are delinquent shall be allowed to vote or to enter students in activities of the Association.

SECTION 5. New members may be accepted at any time during the year, but shall pay full dues in compliance with MTNA policy. If deemed necessary, new members may be accepted upon recommendation and approval of the Executive Board.

SECTION 6. All members are expected to be familiar with and abide by the Code of Ethics and the Constitution and By-Laws of the Association.

SECTION 7. Teachers shall refrain from drawing undue attention to themselves or their students at any function of LMTA. Teachers, students and their parents shall abide by the decisions of the chair-person or official of any function until such time as an appeal can be made before the Executive Board. Failure to follow these regulations shall be reported to the Executive Board where, if deemed appropriate, the teacher and/or his/her students may be barred for one year from participation in the event in which the infraction occurred.

## ARTICLE II – ELECTION OF OFFICERS

SECTION 1. The presentation of the **slate of officers** shall be made at the regular **March** meeting of the association. Officers shall be elected for a two-year term with a yearly vote affirmation.

SECTION 2. The **Nominating** Committee shall consist of three members selected at the regular **fall meeting and shall serve a two-year term.**

The President shall appoint one member.

The Association shall elect one member. Voting members present shall vote for one person by secret ballot and the person receiving the most votes shall be elected.

The Chairperson shall be appointed by the Executive Board.

The Nominating Committee shall meet and prepare a slate of officers to be presented at the March meeting. Nominations may also be made from the floor. Newly elected officers shall assume their duties following installation at the May meeting.

SECTION 3. Should a vacancy occur in an office, the President shall appoint a replacement, subject to the approval of the Executive Board, to complete the term.

SECTION 4. No person shall hold office who cannot attend meetings on a regular basis on a regular basis.

SECTION 5. The **Nominating Committee** shall select the **LMTA Teacher of the Year** and be responsible for awarding an appropriate plaque.

## ARTICLE III – DUTIES OF OFFICERS

SECTION 1. The **President** shall preside over all meetings, appoint committees and chairpersons where needed, call meetings, serve as Chairperson of the Executive Board, serve as ex-officio member of all committees except the Nominating Committee, and supervise all activities of the Association.

SECTION 2. The **First Vice-President** shall assume the duties of the President in his/her absence and shall serve as the Chairperson of the **Program** Committee.

SECTION 3. The **Second Vice-President** shall assume the duties of the President in the absence of both the President and the First Vice-President and shall serve as the Chairperson of the **Membership and Yearbook** Committee.

SECTION 4. The **Recording Secretary** shall keep a record of all proceedings of the meetings of the Association and the Executive Board and shall **send a typed copy to the President within five days following each meeting.**

SECTION 5. The **Treasurer** shall keep a ledger of all financial transactions of the Association. She shall receive all funds and make all disbursements and give **written reports to the President and Recording Secretary at each meeting** and give a financial report to the membership. She shall notify members of delinquent dues. There shall be an **annual audit**

**following the close of the fiscal year, June 30, by a qualified person chosen by the LMTA trustees.**

SECTION 6. The **Parliamentarian** shall be familiar with the Constitution and By-Laws, the Code of Ethics, and Robert's Rules of Order-Revised, and shall be prepared to advise the Association as to all procedures. She shall serve as chairperson of the Code of Ethics and Constitution and By-Laws Committee.

SECTION 7. The **Local/State Publicity** Chairperson shall publicize all meetings in advance and report all worthy news of the association to the local media and send news of the Association to the state and national media.

#### **ARTICLE IV—PROCEDURES AND DUTIES OF THE EXECUTIVE BOARD AND STANDING COMMITTEES**

SECTION 1. The **Executive Board** shall be comprised of the President as Chairperson and all elected officers. Other persons appointed to chair various committees should be members of the Board of Directors, not the Executive Board.

- A. The Board of Directors shall meet three times a year to consider and act on matters important to the Association and shall bring recommendations to the general meetings.
- B. The President may call a special meeting of the Executive Board as necessary.
- C. A majority of Board of Directors members constitutes a quorum.

SECTION 2. All committees shall be comprised of a chairperson and a co-chair, who will succeed the chair upon the expiration of his/her term of office. All Committee Chairs may serve two consecutive terms (a total of four years) and will serve as members of the Board of Directors.

- A. The Program Committee shall be comprised of the First Vice-President as Chairperson and other members appointed by the Chairperson. This committee shall be responsible for planning the programs for the ensuing year.
- B. The **Membership Committee** shall consist of the Second Vice-President as Chairperson and two members appointed by the President.
  - 1. This committee shall make available to all candidates for membership an application in the form of a questionnaire. After the candidate has completed the application and returned it, the candidate's name shall be presented to the association and dues paid to MTNA.
- C. The Yearbook Committee shall be comprised of the Second-Vice President as Chairperson and other members appointed by the Chairman.

SECTION 3. All Other Committees:

1. The **Code of Ethics/Constitution and By-Laws Committee** shall consist of the Parliamentarian as Chairperson and members appointed by the President. Their purpose shall be to study the Code of Ethics and the Constitution and By-Laws and make recommendations concerning changes, if needed.
2. The **Certification Committee** shall consist of a Chairperson and an assistant selected by the Chairperson. They shall keep the membership informed in all matters of certification and shall encourage all new members who are not certified to begin the process of certification.
3. The **Special Projects Committee** shall be responsible for arranging workshops, master classes, and special programs or recitals.
4. The **Hymn Festival Committee** shall carry out all duties connected with the Hymn Festival.
5. The **Sonata/Sonatina Contest and Festival Committees** shall carry out the duties connected with the Contest/Festival.
6. The **Keyboard Literature Committee**, as appointed by the President, shall operate independently from the Sonata/Sonatina Committee.
7. The **Scholarship Committee** shall consist of a Chairperson and two others appointed by the President. They shall be responsible for selecting the recipients of the Senior Scholarship as outlined in the Yearbook. No persons on this committee may have a student who is a candidate for this award.
8. The **Student Affiliate Committee** shall consist of a chairperson, an assistant, and those whom the Chairperson appoints to coordinate and carry out the activities of Student Affiliate. The Chairperson and his/her Committee Chairperson shall give regular reports to the Association concerning all activities of Student Affiliate.
9. The **Technology Committee** consists of three members, one of who serves as Chairperson.
10. **All Committee Chairpersons shall be appointed by the President** unless specified otherwise herein. No person may be appointed to the same position for more than four consecutive years.
11. A **Board of three Trustees** is hereby created to administer the investments (other than the regular checking account) of the Association. The Trustees' terms shall be for three years, with one Trustee's term expiring at the end of each fiscal year, June 30. The Executive Committee shall recommend, for consideration of the membership, the names of the original three trustees and (annually thereafter) the name of the nominee as trustee for the coming year. This nomination is subject to the approval of the membership at the March meeting.

Nothing herein shall prevent the re-election of any trustee for another term. If any trustee withdraws from membership or otherwise becomes ineligible for membership, the president shall appoint another member to fill the unexpired term.

Any investment, withdrawal, or transfer of funds shall be with unanimous written consent of the trustees and the approval of the Association.

12. A **Budget Committee** shall consist of the Treasurer, one Trustee, and one member appointed by the President. They shall **prepare an annual budget proposal** with financial recommendations to be presented to the Executive Board for approval. The proposal shall be presented to the Board of Directors in **February**.

## CODE OF ETHICS

The principles and aspirations found in the Code of Ethics are not conditions of membership, but are goals and ideals that each MTNA member should strive to make an essential part of his or her professional commitment to students, to colleagues and to society.

### Commitment to Students

- The teacher shall conduct the relationship with students and families in a professional manner.
- The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- The teacher shall clearly communicate the expectations of the studio.
- The teacher shall encourage, guide and develop the musical potential of each student.
- The teacher shall treat each student with dignity and respect, without discrimination of any kind.
- The teacher shall respect the student's right to obtain instruction from the teacher of his or her choice.

### Commitment to Colleagues

The teacher shall maintain a professional attitude and shall act with integrity with regard to colleagues in the profession.

- The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
- The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

### Commitment to Society

The teacher shall maintain the highest standard of professional conduct and personal integrity.

- The teacher shall accurately represent his/her professional qualifications.
- The teacher shall strive for continued growth in professional competencies.
- The teacher is encouraged to be a resource in the community.