

NAMTA CONSTITUTION

ARTICLE I

Section 1. NAME: This organization shall be known as the Norman Area Music Teachers Association affiliated with the Music Teachers National Association (MTNA) and the Oklahoma Music Teachers Association (OMTA).

ARTICLE II

Section 1. PURPOSE: This organization shall act as a non-profit professional and service organization for the music teachers of the greater Norman area and shall serve as a liaison between qualified area music teachers and the Norman community. NAMTA serves as a forum for teaching discussions, a sponsor for performance opportunities for teachers and students, and a network for student referrals and substitute teaching.

BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1. MEMBERSHIP: Membership is open to all members of Oklahoma Music Teachers Association upon payment of NAMTA dues.

Section 2. CLASSIFICATION: Members retain the same classification held in the Oklahoma Music Teachers Association and/or MTNA: Active (Certified or Provisional), Associate, Honorary Life, Patron, and Student/Collegiate.

Section 3. MEMBERSHIP DUES: Annual membership dues shall be determined by the Executive Board.

Section 4. VOTING: All active members present at any given official meeting of NAMTA shall have voting privileges. In the event of a tie, the President shall have the deciding vote.

Section 5. REVOCATION: Any member of NAMTA may have his or her membership removed by a two-thirds majority vote of the Executive Board and general membership whenever in the Executive Board's judgment the best interests of the organization are served thereby.

ARTICLE II – MEETINGS

Section 1. MEETINGS: The regular meetings of NAMTA will be held on a monthly basis at a time, date, and place to be established by the Executive Board.

Section 2. QUORUM FOR THE ASSOCIATION: A quorum of this Association for the transaction of business shall consist of one fourth of its members provided the President is present.

Section 3. ORDER OF BUSINESS: The order of business shall be:

- a. Opening
- b. Approval of the Minutes
- c. Old Business
- d. New Business
- e. Closing

Section 4. ANNUAL MEETING: The annual business meeting shall be held in May for the purpose of electing the Executive Board and transacting other business as necessary. All members eligible to vote must be given written notice of the annual meeting at least 14 days prior to said meeting.

Section 5. EXECUTIVE BOARD MEETINGS: Executive Board meetings shall be held once per semester. Additional meetings shall be called by the President on an as-needed basis. The President may invite additional members to attend for advisory purposes.

Section 6. QUORUM FOR THE EXECUTIVE BOARD: A quorum for the Executive Board shall consist of a majority of its members provided the President is present.

ARTICLE III – OFFICERS

Section 1. OFFICERS: The Executive Board of Directors of NAMTA shall consist of the following elected officers: President, Vice-President, Secretary, Treasurer, Website/Historian. A Presidential Advisor may also be included and is selected by the President.

Section 2. COMPENSATION: There shall be no compensation for services of any member of the Executive Board.

Section 3. OFFICERS' TERMS: The officers shall serve a term of twelve months, being nominated in April and elected by the Association in May, and shall assume their duties at the close of the May meetings. All books and properties of the officers shall be turned over to the newly elected officers within two weeks after the close of the fiscal year.

Section 4. RECALL: Any member of the Executive Board may be removed by a majority vote of all members of the Executive Board whenever in its judgment the best interests of the organization are served thereby.

Section 5. IMPEACHMENT: The President of NAMTA may be removed by a two-thirds majority vote of all members of both the Executive Board and general membership whenever in the Executive Board's judgement the best interests of the organization are served thereby.

ARTICLE IV – DUTIES

Section 1. DUTIES OF PRESIDENT: The President shall preside at all meetings of NAMTA. The President shall appoint all standing and other committee chairpersons and members (unless otherwise specified by these By-Laws) and shall represent the Association to the Oklahoma Music Teachers Association Executive Board. The President shall have the power to call a special meeting of the Executive Board or a special general meeting at his or her discretion. The President shall have the power to name a Presidential Advisor to serve on the Executive Board and shall have the power to appoint both standing and *ad-hoc* committees. The President is required to provide an agenda for all general meetings to active membership at least 24 hours in advance of any general meeting. The President is also required to provide an agenda for all Executive Board meetings to the current Executive Board at least 48 hours in advance of any Executive Board meetings.

Section 2. VICE-PRESIDENT: The Vice-President shall assume the duties of the President in the absence or indisposition of the President. The Vice-President shall be chairperson of the Program Committee. (See Article V, Section 1.)

- Section 3.* SECRETARY: The Secretary shall keep a complete record of the meetings of NAMTA and the Executive Board. The Secretary will take attendance at all meetings.
- Section 4.* TREASURER: The treasurer shall receive all monies of the Association, shall have charge of all funds of NAMTA, and shall pay all bills when properly authorized by the Executive Board or the Association. The Treasurer shall keep a full account of the finances, present a report monthly or whenever called upon by the President, and shall chair the Finance Committee. (See Article V, Section 6.) The Treasurer will also chair the Membership Committee. This includes verifying the Oklahoman Music Teachers Association status of all members, keeping an accurate list of the membership, and assisting prospective members in processing their applications.
- Section 5.* WEBSITE/HISTORIAN: The Website/Historian, together with the President, shall have charge of the publicity of NAMTA and keep the Archives. The Website/Historian shall chair the Publicity Committee. (See Article V, Section 3.)
- Section 6.* EXECUTIVE BOARD GENERAL DUTIES: All officers are expected to attend all regular meetings and Executive Board meetings of NAMTA and report to the President in advance if unable to perform duties. The Executive Board shall have the power to act on resignations of officers and to fill such vacancies. It shall have the power to decide on important transactions of the Association between regular meetings. It shall also have the power to call for an external audit.

ARTICLE V – STANDING COMMITTEES

- Section 1.* PROGRAM: The Program Committee, chaired by the Vice-President, shall arrange suitable programs for regular meetings.
- Section 2.* MEMBERSHIP: The Membership Committee, chaired by the Treasurer, shall announce approved names to the Association, shall keep an accurate record of attendance at all meetings, and keep the membership directory current. The committee shall also verify prospective member eligibility and assist prospective members during the application process.
- Section 3.* PUBLICITY: The Publicity Committee, chaired by the Website/Historian, shall have complete charge of any radio and TV programs presented over the air by the association and any newspaper publicity. The committee is responsible for notifying news outlets and publicity for all pertinent association events and competitions.
- Section 4.* HONORS CONCERT: The Honors Concert Committee shall have complete charge of the Student Honors Concert presented by NAMTA.
- Section 5.* MALL MARATHON: The Mall Marathon Committee shall have complete charge of the Mall Marathon presented by NAMTA.
- Section 6.* FINANCE: The Finance Committee, chaired by the Treasurer, shall meet each spring to review the books and to prepare a budget for the coming year.
- Section 7.* SUMMER MUSIC CAMP SCHOLARSHIP: The NAMTA Scholarship Committee shall arrange auditions for the purpose of selecting students to receive scholarships for summer camps for music study.

- Section 8.* REFERRAL: The Referral Committee shall keep a members' studio information form on each studio and shall poll members at each meeting to determine who has openings. The committee shall then give names of qualified teachers to prospective students.
- Section 9.* FALL FESTIVAL: The Fall Festival Committee shall have complete charge of the annual Fall Festival presented by NAMTA.
- Section 10.* BOOK CLUB: The Book Club Committee shall have complete charge of the NAMTA Book Club.
- Section 11.* CARE: The Care Committee shall have complete charge of Association initiatives to give care where care is needed among the membership of the Association.
- Section 12.* COMPOSITION FESTIVAL: The Composition Festival Committee shall have complete charge of the Composition Festival presented by NAMTA.
- Section 13.* HOSPITALITY: The Hospitality Committee shall have complete charge of all hospitality related needs at all meetings and events of NAMTA.
- Section 14.* LENDING LIBRARY: The Lending Library Committee shall have complete charge of the NAMTA Lending Library.
- Section 15.* HIGH SCHOOL SHOWCASE: The High School Showcase Committee shall have complete charge of the High School Showcase presented by NAMTA.
- Section 16.* COMMITTEE REPORTS: All Standing Committee Chairpersons shall present reports when asked by the President, and if unable to attend a scheduled meetings, shall provide a report in advance to the President.

ARTICLE IV – OTHER COMMITTEES

- Section 1.* NOMINATING: The Nominating Committee appointed by the President by the first day of March shall consist of one chairperson from the Executive Board and two members at large. It shall be the duty of the Nominating Committee to prepare a list of officers, considering the best interests of the Association. The slate of officers shall be presented to the membership at the April meeting. Members may make additional nominations from the floor at the April meeting.
- Section 2.* AD-HOC: Other committees (*Ad-Hoc*) may be formed by the President on an as-needed basis

ARTICLE VII – AMENDMENTS

- Section 1.* AMENDMENTS: The By-Laws may be amended by a two-thirds vote of the quorum present at any regular meeting, provided that written notice of such amendment shall have been given to each voting member at least 14 days prior to the date of any such meeting. (See Article II, Section 2.)

ARTICLE VIII – GENERAL PROVISIONS

- Section 1.* DISTRIBUTION OF ASSETS UPON TERMINATION: Should it be determined by unanimous vote of the Executive Board that the existence of the Association be terminated, the corporate assets remaining after payment of all outstanding obligations shall be donated and transferred to another existing non-profit organization with purposes similar to this association, provided that the acquiring organization shall be an organization described in

Section 501 (C3) of the Internal Revenue Code which has an exemption under Section 501 (A) of said code. The purpose of this requirement is to ensure that this acquiring association qualifies for such an exemption. Upon the enacting of this provision, the Treasurer must ensure the payment and completion of all fiscal obligations and the Secretary must notify OMTA and MTNA of the dissolution.

Section 2. FISCAL YEAR: The Fiscal Year of NAMTA shall begin on the first day of June of each year and end on the thirty-first day of May of each year.

Section 3. REGISTERED OFFICE: The principal and official office of the Association shall be the home address of the sitting President.

Section 4. PARLIAMENTARY PROCEDURE: The Association shall be governed in accordance with the most recent edition of Robert's Rules of Order, Revised in all applicable cases and where they are not inconsistent with the Constitution and By-Laws of the Association or Federal or State law pertaining thereunto.