



PPMTA Bylaws

Revised 08/16/2014

ARTICLE I – NAME

The name of this organization shall be the Pikes Peak Music Teachers Association, referred to as PPMTA, an affiliate of the Colorado State Music Teachers Association (CSMTA) and Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II – PURPOSE

Section 1. This Association is organized and operated for educational, charitable, scientific, literary, and musical purposes as defined in Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they hereinafter may be amended. In furtherance of these purposes, this Association will strive:

- a. To conduct programs and activities that contribute to music culture 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 instruction;
- 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.

Section 2. No part of the net earnings of the organization shall inure to the benefit, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III – MEMBERSHIP

Section 1. All Active, Senior, Collegiate, and Honorary members shall be required to hold membership in Local (PPMTA), State (CSMTA), and National (MTNA) Associations, and to pay the annual dues required by those Associations.

Section 2. Membership classifications, privileges and dues are as follows:

- a. **Active Membership** shall be open to all individuals professionally engaged in any field of music activity. Active members shall be entitled to vote, hold office, receive the official Association publications, and to participate in all Association functions upon payment of designated dues and fees. Members shall abide by the PPMTA, CSMTA, and MTNA Code of Ethics.
- b. **Senior Membership** shall be open to any active member who is seventy (70) years of age by July 1 of the upcoming membership year and who has maintained membership in PPMTA/CSMTA or another state association during the preceding five (5) years. They will be assessed one half the local dues and are entitled

to vote, hold office, receive the official Association publications, and to participate in all Association functions upon payment of designated dues and fees. Members who, as of July 1, 2008, have already received senior status will be grandfathered in at the 50% discount rate.

- c. **Collegiate Membership** shall be open to all full-time college students currently involved in music study. Collegiate members may attend all functions of the Association, enter students in PPMTA events, and receive Association publications upon payment of designated dues and fees, and must meet PPMTA festival deadlines. They do not have the right to vote, hold office, or enter students in CSMTA or MTNA competitions.
- d. **Patron Membership** shall be open to all individuals, organizations, institutions, or business firms not necessarily engaged in any field of music activity, but who wish to support the programs of the Association. Patron members shall be entitled to attend programs of the Association and to have access to the official Association publications, but shall not have the right to vote, hold office, or enter students in PPMTA, CSMTA, or MTNA competitions.
- e. **Honorary Local Membership** may be conferred by the Executive Board upon individuals who have given distinguished service to PPMTA and the art of music. Honorary local members shall be entitled to vote, hold office, receive the official Association publications, and to participate in all Association functions upon payment of national and state dues and fees. Local Association dues will be paid by PPMTA.

Section 3. Local membership dues shall be proposed by the PPMTA Executive Board and approved by the membership in September. The membership year for all membership categories, except that of collegiate membership, shall coincide with the fiscal year, July 1 to June 30. Collegiate membership year shall be October 1 to September 30. 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.

Section 4. Members whose dues are not received at MTNA by August 15th will be ineligible for PPMTA Fall Student Activities (September to December) and will not be in the Handbook Membership Roster. Dues for MTNA, CSMTA, and PPMTA must be received at MTNA by December 1 and a \$25 reinstatement fee paid to PPMTA in order to be eligible for PPMTA Spring Student Activities (January to May).

Section 5. New members joining after January 1 will pay pro-rated dues of one half the current dues for local, state, and national associations. They do not pay a reinstatement fee. MTNA will send a bill for full dues the following fiscal year.

Section 6. PPMTA shall not discriminate against any member, volunteer, program participant, or employee on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran status, or political service or affiliation.

ARTICLE IV – TERMINATION OF MEMBERSHIP

Termination of membership shall proceed as defined in MTNA Bylaws Article III – Membership, Section 2. Termination of Membership, and/or the CSMTA Bylaws Article II – Revocation of Membership.

ARTICLE V – ADMINISTRATION

The management and government of this Association shall be vested in an Executive Board and Advisory Council.

Section 1. PPMTA Executive Board (elected)

- a. The Executive Board shall manage and govern this Association. Members of the Executive Board shall consist of the following elected officers: President, First Vice President – Programs, Second Vice President – Student Activities, Third Vice President – Membership, Fourth Vice President – Publicity, Secretary, and Treasurer.
- b. All members of the Executive Board shall be voting members. The Immediate Past President shall act in an advisory capacity to the Executive Board but will not be part of the Board quorum and will not vote at Board meetings.
- c. The Executive Board shall be a legal entity to handle all funds coming into the Association, to manage its property, and to transact all business and other matters pertaining to the Association.

- d. Four (4) members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.
- e. The President shall be empowered to convene a meeting of the Executive Board at his or her discretion for any purposes of consultation appropriate to the function of the Association. The Board shall be empowered to vote by phone, e-mail, or in absentia.

Section 2. PPMTA Advisory Committee (appointed)

- a. The President and Vice President of Student Activities will appoint members to the Advisory Committee.
- b. The Advisory Committee shall consist of all Festival Chairs and appointed committees.
- c. Advisory Committee members may attend Board meetings, but may not vote on Board business transactions and are not part of the Executive Board quorum.
- d. Chairs shall attend the Board meeting one month prior and one month following their event to give status reports and discuss their event.
- e. Meetings may be held through electronic means such as the internet or by telephone. These meetings may provide for simultaneous communication among all participating members. Procedures shall be in accordance with the current edition of Robert's Rules of Order.

ARTICLE VI – ELECTION OF OFFICERS

Section 1. The President shall appoint a nominating committee in January, consisting of three members, with at least one member from the Executive Board and at least one from the membership-at-large.

Section 2. The nominating committee shall present a slate of nominees to the membership at the March meeting. Nominees will be selected from members in good standing.

Section 3. Elections will be held in April. Fourteen (14) of the current PPMTA membership entitled to vote constitutes a quorum for the transaction of business. Nominations shall be accepted from the floor. Candidates will be elected by a majority of votes. If there are nominations from the floor, voting for that office shall be by secret ballot.

Section 4. Each Active, Senior, and Honorary member shall be entitled to one (1) vote in person. No proxy or mail-in votes are permitted.

Section 5. Officers will be installed at the May meeting, will serve a term of one (1) year, and will assume office upon installation, except for the Treasurer who will assume office on July 1, the beginning of the fiscal year.

Section 6. If an officer does not complete their term of office, the President will appoint an interim officer to finish the term after the Executive Board approves the decision.

ARTICLE VII – DUTIES OF OFFICERS

Following are the general duties of officers; specific duties are outlined in PPMTA Job Descriptions.

Section 1. The President shall preside at all meetings of the Association, shall call and preside at meetings of the Executive Board, shall appoint all standing committees, shall appoint all special committees as needed, and shall perform all other duties implied by the title. The President shall also serve as the Local Association representative to the CSMTA Advisory Council. The President shall appoint a two-member committee to audit the books at the end of each fiscal year.

Section 2. The Vice President for Programs shall act in the absence of the President and will be responsible for planning the programs.

Section 3. The Vice President for Student Activities shall be responsible for coordinating all student activities.

Section 4. The Vice President for Membership shall be responsible for recruiting new members, sending out information to prospective members, and appointing mentors for new members.

Section 5. The Vice President for Publicity shall be responsible for maintaining the PPMTA website, publicizing PPMTA activities, and is the Handbook Editor.

Section 6. The Secretary shall keep the minutes of all meetings, maintain files of reports from various offices, and distribute copies of minutes to all members of the Executive Board.

Section 7. The Treasurer shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, shall present an official report to the Association at each meeting, shall prepare an annual budget, and shall present the books for an annual audit.

ARTICLE VIII – COMMITTEES AND CHAIRS

The President shall appoint such standing and *ad hoc* committees and chairs as may be required by the activities of the Association.

ARTICLE IX – MEETINGS

Section 1. Meetings of the Association shall be held at such time and place as are decided upon by the Executive Board, who shall be guided by the wishes of the membership.

Section 2. Fourteen (14) of the current PPMTA membership entitled to vote constitutes a quorum for the transaction of business. Motions shall be passed by majority vote of the quorum present and voting.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1. PPMTA shall be governed by these Bylaws, which shall not conflict with the Constitution and Bylaws of CSMTA or with the charter and Bylaws of MTNA. Every amendment to the Bylaws of CSMTA and MTNA shall become effective and binding on PPMTA.

Section 2. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association's meetings in all cases in which they are applicable and are not inconsistent with the Bylaws of the Association and any special rules of order the Association may adopt.

ARTICLE XI – FINANCE

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

Section 2. The funds of the Association shall be deposited under its name in such bank as the Executive Board designates.

Section 3. Funds may be withdrawn only by checks signed by the Treasurer. Checks for amounts over four hundred dollars (\$400.00) shall be countersigned by the President or any other authorized officer. The President and/or any other authorized officer may sign checks in the absence of the Treasurer.

ARTICLE XII – AMENDMENTS

Section 1. These Bylaws may be amended at any business meeting of the Association by a two-thirds vote of the members present and voting (see Article IX, Section 2 for quorum), the proposed amendment having been submitted in writing to the members at least thirty (30) days prior to the voting.

Section 2. All amendments consistent with the Constitution and Bylaws of MTNA may be added as stated in Section 1. Amendments inconsistent with MTNA must be reported to the Executive Director of MTNA before approval.

ARTICLE XIII – DISPOSITION OF ASSETS UPON DISSOLUTION

Section 1. No distribution of the property of PPMTA shall be made upon its final dissolution until all debts are fully paid, nor shall PPMTA be dissolved or any distribution made except by a majority vote of the PPMTA membership.

Section 2. In the event of dissolution of this organization, any funds remaining in the treasury after Article XI, Section 1 is satisfied shall be contributed to Colorado State Music Teachers Association. If said organization does not exist, the assets shall be transferred to the Music Teachers National Association or another 501(c)(3) organization.