

Chautauqua County Music Teachers Association

Constitution

Revised June, 2003

ARTICLE I

NAME

The name of this non-profit educational organization shall be: CHAUTAUQUA COUNTY MUSIC TEACHERS ASSOCIATION.

ARTICLE II

PURPOSE

Mission Statement: *The mission of* The CHAUTAUQUA COUNTY MUSIC TEACHERS ASSOCIATION is to encourage, foster and promote an interest in and an enthusiasm for county, community, and school inspired music programs; to promote and reward music scholarship in the school musician; to sponsor and direct countywide school music events; to encourage self-criticism on the part of the school music teacher and to share experiences in good school music teaching with other members.

ARTICLE III

AFFILIATIONS

The Association will maintain an affiliation with the New York State School Music Association, and a close relationship with the Music Educators National Conference. The Association shall not be used for the dissemination of partisan principle, nor for the promotion of the candidacy of any person seeking office or preferment in any local, state or national school music organization.

ARTICLE IV

MEMBERSHIP

Section 1 - Active Members: Any public or private school music teacher actively engaged in the profession of teaching music at the Kindergarten - grade 12 levels in Chautauqua County, New York, upon payment of annual prescribed dues. Membership is required for those wishing to have their students participate in CCMTA activities. Active members whose dues are paid shall have the privileges of participation in the activities of the Association, including the rights of voting and holding office.

Section 2 - Associate Members: Those who wish to be a member and are not public or private school Kindergarten - grade 12 music teachers, upon payment of annual prescribed dues. Such members shall not have voting privileges and may not hold elected office.

Section 3 - Retired Members: Available to those who have retired from a public or private school in Chautauqua County. Retired Members shall not have voting privileges and may not hold elected office.

ARTICLE V

ELECTED OFFICERS

Section 1 - Elected officers: The elected officers of the association shall be President, Vice President, Secretary, Instrumental Music Member at Large and Choral Music Member at Large. The Executive Administrator is an appointed position.

Section 2 - Terms of Office: Elected officers shall be elected to a two - year term.

Section 3 - Vacancies: In case of a vacancy in any office, the Executive Committee shall appoint a replacement for that office, except in the case of a vacancy occurring in the office of the President. The office of the President shall then be assumed by the Vice-President.

Section 4 - Election of Officers: A slate of officers and chairpersons for the following school year shall be presented for discussion at the Scholarship Audition Meeting. Election of officers will take place by mail ballot, with the election to be completed by May 15th.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1 - Executive Committee: The Executive Committee shall consist of the following: President, Vice-President, Secretary, Executive Administrator, Choral Music Member at Large, Instrumental Music Member at Large, and Immediate Past President.

ARTICLE VIII MEETINGS

Section 1 - Executive Committee meetings: Executive Committee meetings shall occur 6 times per year. A schedule of meetings shall be provided to the membership at the beginning of the school year. Items for discussion by the Executive Committee shall be submitted to a member of the Executive Committee two weeks prior to the next scheduled Executive Committee meeting.

Section 2 - General Membership Meetings: There shall be general membership meetings at the Scholarship Auditions and at the Chautauqua All County Festival in June. Further general membership meetings may be called if it is deemed necessary by the Executive Committee. Active members will receive adequate advance notification of the time and location of such a meeting.

Section 3 - Voting: Only active members shall exercise the right to vote. Some votes will take place at general membership meetings and some will take place via mail ballots.

ARTICLE IX ACTIVITIES

Section 1 - All County Winter and Spring Festivals - These programs shall provide opportunities for students to participate in larger and more select performing groups than may ordinarily be found in the individual schools of the county. Intensive rehearsals during the one to three days prior to the concert shall serve as educational sessions for both the participants and the area music teachers. The performing groups, hosts and conductors of the various organizations shall be selected in accordance with the rules and regulations determined by the Executive Committee. The final concert shall be open to the public and a reasonable admission fee may be charged to defray a portion of the expense.

Section 2 - Scholarship Auditions - Students in grades 8-12 may audition each year for scholarship moneys to be used for lessons, music camp, or college tuition, as per duly established rules and regulations.

Section 3 - All County Solo Festival - This festival shall provide opportunities for school ensembles and soloists to perform for approved adjudicators. This festival shall be conducted in accordance with the NYSSMA Rules and Regulations and plan of classification, as described in the current edition of the NYSSMA Manual, as well as any rules and regulations set forth by the Association.

**ARTICLE X
SPECIAL COMMITTEES**

The Association, from time to time, may provide through its by-laws, for such committees as necessary. The President shall annually fix the number of each committee, appoint the members, and designate the Chairman, The President shall fill any vacancies.

**ARTICLE XI
FUNDS**

Section 1 - Moneys received - Any and all moneys received shall be rendered to the Executive Administrator and properly receipted.

Section 2 - Disbursement of Funds - Funds of the Association shall be disbursed by the Executive Administrator, President or Vice President in accordance with an annual budget adopted by the Executive Committee and passed by the Association membership.

Section 3 - Expenses - Legitimate expenses, as authorized by the President, incurred by CCMTA elected officers in the execution of their duties should be itemized and presented to the Executive Administrator for reimbursement.

Section 4 - Auditing of funds - A Professional auditor chosen by the Executive Administrator shall be appointed to examine the various accounts of the Association at least every 3 years. The results of the audit will be made available upon request to any member of the Association.

Section 5 - Disposition of Assets in the Case of Disbandment - Upon dissolution, all assets of the Association shall be rendered to such non-profit organizations qualifying as exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto as the Executive Committee shall select.

**ARTICLE XII
AMENDMENTS**

This constitution may be amended, but only by a two-thirds of those active members who cast ballots by mail. Such amendments to this constitution must first be approved by the Executive Committee, the same having been mailed to all voting members of the Association in advance.

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BY-LAWS

**ARTICLE I
DUTIES OF OFFICERS**

Section 1 - President: The President shall preside at all meetings and shall be responsible for the general administration of the Association. In the event of the President's incapacity or absence, the President's duties shall be performed by the Vice President.

Section 2 - Vice President: The Vice President shall be the President - Elect, and shall succeed the President in that office. The Vice President shall assume the duties of the President in case of disability or absence of the President. The Vice President shall be the officer responsible for planning the Annual Fall Administrator's Banquet. The Vice President shall perform such other duties as the President may designate.

Section 3 - Secretary: The Secretary shall keep a record of the proceedings of all meetings of the Association. The Secretary shall also keep a record of all other matters that the association deems necessary.

Section 4 - Executive Administrator:

Executive Administrator duties include but are not limited to:

- Maintain communication with individual members that have CCMTA responsibilities.
- Oversee timelines for events and activities, collaborating with the Winter Festival Chairperson and
- Oversee the various policies and procedures pertaining to CCMTA functions, and administrative changes
- Coordinate and oversee the distribution and retrieval of CCMTA resources such as library materials
- Maintain CCMTA financial records and disburse funds.
- Provide a quarterly financial report to the membership.
- Attend CCMTA functions.
- Attend Executive Committee meetings. The Executive Administrator does not have voting privileges
- Salary for this position shall be \$2500 to be paid in two parts, half on December 1 , and the

(Motion passed June 7, 2003)

**ARTICLE II
ANNUAL DUES**

Section 1 - Association dues: Membership dues shall be paid no later than September 30 each year on the following basis:

- a) Active members: \$10.00
- b) Associate members: \$5.00
- c) Retired members: No dues required

**ARTICLE III
EXECUTIVE COMMITTEE**

Section 1 - General Duties: The Executive Committee shall administer the business and educational affairs of the Association and shall have the responsibility for its general program of activities. It shall keep the members of the Association informed concerning business transacted. It may also recommend amendments to the Constitution and By-Laws, subject to the procedures established for amending same.

Section 2 - Nominations: The Executive Committee shall serve as the nominating committee for all elections held by the Association.

**ARTICLE IV
AMENDMENTS**

The By-Laws may be amended by a vote of two-thirds of those active members who cast ballots by mail, providing proper notification of said amendment has been made by special notice mailed to the active membership.