



# CONSTITUTION and BYLAWS of PALM BEACH COUNTY MTA, INC.

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Affiliated with Florida State Music Teachers  
Association and Music Teachers National  
Association

Revised October 2019

# CONSTITUTION

## ARTICLE I – NAME

The name of this Association shall be the PALM BEACH COUNTY MTA, INC. ("Association")

## ARTICLE II – OBJECT

The object of this Association shall be:

(a) to create and maintain a high standard of music teaching;

(b) to promote music culture in the community;

(c) to sponsor public student musicales for all qualified students of teachers of good standing in the Association;

(d) to sponsor meetings for study, discussion, and evaluation;

(e) to cultivate fraternal relations among the members of the pro-fession;

(f) to provide financial assistance to talented pupils;

(g) to pledge its members to live up to the Code of Ethics.

## ARTICLE III – MEMBERSHIP

### Section 1.

Membership classifications in the Association shall be: ACTIVE, STUDENT, HONORARY LIFE, and FRIENDS.

### Section 2.

Membership qualifications, privileges and dues shall be defined in the Bylaws of the Association.

## ARTICLE IV – NON-PROFIT STATUS

This Corporation has not been formed for pecuniary profit or financial gain.

## ARTICLE V – OFFICERS

### Section 1.

The officers of the Association shall be President, First and Second Vice Presidents, Recording Secretary, Corresponding Secretary, and Treasurer. A Parliamentarian may be appointed at the President's discretion. The authority and duties of each officer shall be defined by the Bylaws.

### Section 2.

Officers shall serve from the adjournment of the May meeting, at which they are installed, until the adjournment of the May meeting two years hence.

### Section 3.

No member, except the Treasurer, shall be eligible for the same office for more than two consecutive terms, but may be re-elected to that office after a lapse of two years.

### Section 4.

Election or appointment to an unexpired term shall not disqualify an officer from serving a full term in the same office without a lapse of time.

### Section 5.

All elected officers must have been a member of the Association at least one year. Any member who transfers here from another MTNA-related District or State organization is also eligible to hold office, provided he/she had been a member of the former Association for one year.

### Section 6.

An incoming President shall be selected from the present group of duly elected officers or from any past member of the Executive Board.

## ARTICLE VI – EXECUTIVE BOARD

### Section 1.

The Executive Board shall consist of the duly elected officers and the Directors.

### Section 2.

The Directors shall consist of the past Presidents in the Association. Immediately upon the completion of their term of office, they shall become Directors for life or for as long as they continue membership of the Association.

### Section 3.

The Executive Board shall transact the general business of the Association subject to its approval, shall be responsible for the management and control of its funds, and shall be empowered to appoint vacancies on the Executive Board.

## ARTICLE VII – ELECTION OF OFFICERS

### Section 1.

A Nominating Committee Chairperson shall be appointed by the President no later than February of the election year. Two additional members of the committee shall be appointed by the Chairperson.

### Section 2.

A report of the Nominating Committee shall be made no later than the April meeting of the election year, at which time further nominations may be made from the floor, providing consent of the nominees has been obtained. Election of officers shall follow immediately. Should there be more than one candidate for any office, vote shall be by ballot.

### Section 3.

A majority of votes cast by members present, and eligible to vote, shall be necessary to elect.

## ARTICLE VIII – MEETINGS

### Section 1.

Regular meetings of the Association shall be determined by the Executive Board.

### Section 2.

Special meetings of the Association may be called by the President at the order of the Executive Board, or upon the request of five voting members.

### Section 3.

Time and place of meetings shall be determined by the Executive Board, with the approval of the majority of the members.

### Section 4.

Meetings of the Executive Board may be called at the discretion of the President.

### Section 5.

At all business meetings the voting shall be by viva voce unless special circumstances require ballot voting. (See "Election of Officers") Proxies shall not be permissible.

## ARTICLE IX – QUORUM

### Section 1.

Four members shall constitute a quorum of the Executive Board.

Section 2. One-fourth of the Active members shall constitute a quorum of the Association.

## ARTICLE X – DISPOSITION OF FUNDS

### Section 1.

In the event of the dissolution of this Association, any funds remaining in its possession after payment of all liabilities, shall be donated, at the discretion of the members present and voting at the time of such dissolution, as music scholarships to a music school such as, but not limited to, the Music Department of the Palm Beach State College, and/or to a musicians retirement home.

### Section 2.

No funds shall revert to the benefit of any individual member of the Palm Beach County M T A, Inc.

## ARTICLE XI – AMENDMENTS

### Section 1.

The Constitution may be amended at any general meeting of the Association, if previously approved by the Executive Board or pre-sented by not less than five Active members outside of the Executive Board. Written notice of the proposed Amendment(s) shall be submitted to the membership.

### Section 2.

A two-thirds voted of the Active members present and voting shall be necessary for the adoption of an Amendment.



# BYLAWS

## ARTICLE I – MEMBERSHIP, PROCEDURES, QUALIFICATIONS AND PRIVILEGES

### Section 1.

(a) **Active Membership** shall be open upon application to any professional teacher in any field of music, provided the applicant's qualifications meet the standards of the Association. Such membership shall provide for the privileges of participation in all activities of the Association, including the right to vote, to hold office, and to present pupils in the Student Musicales and the Scholarship Competitions.

(b) Membership applications for Active Division shall be endorsed by the Membership Committee consisting of three Active members.

(c) Any Active member joining the Association after January 1, 1974, and who has not previously been an Active member shall also be required to secure Active membership with Florida State Music Teachers Association (FSMTA) and Music Teachers National Association (MTNA) along with application to Palm Beach County M T A, Inc.

### Section 2.

(a) **Student membership** shall be open to any college music major through age twenty-six (26). A qualified Student member age twenty-seven (27) or older may continue to be a Student member for duration of study up to four (4) years. Teachers who have held full membership in FSMTA and MTNA may not be Student members.

(b) Student members do not have the right to vote or hold office in the Association or in FSMTA, but a student member in good standing may prepare students for District Student Day under the supervision of a teacher holding Active membership in FSMTA.

(c) Other qualifications and privileges enumerated in FSMTA Bylaws, Article V, Section 3, also apply to Student members of the Association.

### Section 3.

Honorary Life Membership may be conferred by the Association, upon recommendation of the Executive Board, on any Active member who has outstandingly served the Association or anyone who having been an Active member has attained the age of 80 years, whether or not that member continues actively teaching.

### Section 4.

Friends Membership shall be open to those who are not professionally engaged in teaching music, but who wish to support the program of the Association. This division shall provide all the privileges of Active membership except the right to vote and to hold office. No one actively engaged in teaching music in Palm Beach County shall be admitted as a Friend. No application blank is necessary for this division.

## ARTICLE II – DUES

### Section 1.

The fiscal year shall be from July 1 through June 30.

### Section 2.

Annual dues for Active members shall be \$20.00. State, National and Association dues are payable May 1 through MTNA and delinquent August 1. See Article VI of FSMTA Bylaws.

### Section 3.

Annual dues for Student members shall be \$5.00, payable May 1 through MTNA, and delinquent August 1.

### Section 4.

Honorary Life members shall not be required to pay dues to the local Association.

### Section 5.

Annual dues for Friends shall be \$15.00 payable May 1 and delinquent August 1.

### Section 6.

New members accepted on or after May 1 shall be credited with annual dues for the ensuing fiscal year. New members accepted after January 1 shall be credited with half the cost of annual dues.

### Section 7.

A member in good standing may resign in writing to the Vice-President for Membership, and later may be re-admitted, subject to



### ARTICLE III – DUTIES OF OFFICERS

#### Section 1.

The President shall preside at all business meetings of the Association and the Executive Board, appoint Committee Chairmen, and make pro-tem appointments to fill any vacancies on the Executive Board until the next meeting of the Board and/or Association.

#### Section 2.

The First Vice-President shall be Program Chairman and assume duties of the President in the absence of that officer, and shall assist the President in carrying out the total program of the Association.

#### Section 3.

The Second Vice-President shall be Membership Chairman.

#### Section 4.

The Recording Secretary shall keep the minutes of all business meetings and Executive Board meetings of the Association, and shall be present at all subsequent meetings to read them. This Secretary shall keep an accurate record of attendance at all meetings of the Association and of the Executive Board.

#### Section 5.

The Corresponding Secretary shall conduct such correspondence as deemed necessary, upon request of the President, and shall also be responsible for the preparation of newsletters.

#### Section 6.

The Treasurer shall receive all monies, **donated or raised, prepare all disbursement checks** and shall keep an account of all dues, paid and unpaid, and shall prepare a report to be read at all

meetings and an annual financial report at the May meeting.

The Treasurer's or President's signature shall appear on all monetary withdrawal and disbursement transactions from all savings and checking accounts of the Association. The President shall approve, in writing, all disbursements over \$100.

#### Section 7.

The Parliamentarian (if one has been appointed by the President) serves in an advisory capacity, and is not a voting member of the Executive Board.

#### Section 8.

All officers are expected to attend all regular meetings and Executive Board meetings of the Association.

### ARTICLE IV – COMMITTEES

#### Section 1.

All Chairmen of standing committees shall perform the duties pertaining to such committees and be prepared to give a report at the general meetings and Board meetings when called upon by the President.

#### Section 2.

Committee Chairmen are expected to attend all regular meetings of the Association (and Board meetings upon the request of the President) and if unable to do so, shall notify the President in advance.

### ARTICLE V – DELEGATES TO ANNUAL CONFERENCE OF FSMTA

#### Section 1.

(a) The President of the Association shall be the official delegate to the annual convention of the Florida State Music Teachers Association.

(b) An Alternate Delegate may be appointed by the President, with approval of the Board, if the President is unable to attend the Conference.

(c) The Association shall provide subsidies from administrative funds in the amount to be determined by the Executive Board, toward expenses incurred by the President or the Alternate, in attending the Conference.

### ARTICLE VI – RULES OF ORDER

#### Section 1.

Robert's Rules of Order shall govern the Association in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws of the Association.

### ARTICLE VII – AMENDMENTS

#### Section 1.

The Bylaws may be amended in the same manner as the Constitution, except that such amendment shall require for its passage only a majority vote of those present and voting.

