

Constitution & Bylaws - Last Amended April 2021
Central East District, Ohio Music Teachers Association

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be The Ohio Music Teachers Association Central East District ("the District") affiliated with Music Teachers National Association, Inc. ("MTNA"), Cincinnati, Ohio, a Code Section 501(c)(3) organization and The Ohio Music Teachers Association ("OhioMTA").

ARTICLE II - OBJECT

Section 1. Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, 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.

Section 3. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to MTNA.

ARTICLE III - MEMBERSHIP

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of The District and must be consistent with the membership classifications provided in the Bylaws of MTNA and OhioMTA.

Section 2. District Membership dues shall be proposed by the Officers and approved by the Executive Board.

Section 3. Membership in the District may be terminated by the member or revoked by the District as prescribed in the MTNA and OhioMTA Bylaws.

Section 4. All members of this District eligible for Active or Collegiate membership must hold membership in MTNA and OhioMTA.

ARTICLE IV - OFFICERS

Section 1. Officers of the District shall be a President and/or Co-President, Vice President of Member Services, Vice President of Student Activities, Vice President of Student Competitions, Vice President of Teacher Activities, Recording Secretary, Treasurer, and Immediate Past President.

Section 2. The manner of election and the duties of each officer shall be defined in the Bylaws.

Section 3. Officers must be members of good standing in the organization.

Section 4. Officers may expedite resolution of matters which must be cared for immediately. Such matters are those which cannot wait for a regularly scheduled Board Meeting.

Section 5. For purposes of legal documents, the term 'Officers' is synonymous with 'Board of Directors' and/or 'Board of Trustees'.

ARTICLE V - EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of all Officers and Committee Chairmen.

Section 2. The Executive Board shall determine policies of the District by actively pursuing the purposes of the District within the limits of the Constitution and Bylaws. It shall have discretion in the disbursement of all funds of the District.

ARTICLE VI - COMMITTEES AND COMMITTEE CHAIRMEN

Section 1. The Executive Board is responsible for continuing or changing the status of all Committees and/or events.

Section 2. The manner of selection of Committee Chairman shall be defined in the Bylaws.

Section 3. The President may appoint such Standing and Ad Hoc Committees and Committee Chairmen as he/she may deem beneficial to the District.

ARTICLE VII - MEETINGS

Section 1. An Annual Business Meeting of the District shall be held each spring at such time and place as is decided upon by the Executive Board of the District, but they shall be guided by the wishes of the membership. At this meeting, the President shall permit the general membership to bring forward items for consideration. The Annual Meeting should precede the spring Executive Board meeting.

Section 2. In order to transact business at the Annual Meeting, a quorum consisting of ten (10) voting members of the District, at least one of them being the President or a Vice President, must be present.

Section 3. Business meetings of the Executive Board shall be held each autumn, winter and spring at such time and place as is decided upon by the President, but they shall be guided by the wishes of the Executive Board.

Section 4. In order to transact business at an Executive Board meeting, a quorum consisting of ten (10) voting members of the Executive Board, at least one of them being the President or a Vice President, must be present.

Section 5. Special meetings of the Officers or the Executive Board may be called by the President.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order governs the District unless it is inconsistent with this Constitution and Bylaws. The President may appoint a Parliamentarian to provide opinion during various meetings.

ARTICLE IX - AMENDMENTS

Section 1. This Constitution may be amended by a 2/3 majority vote of the members present and voting at the Annual Meeting, or a 2/3 majority vote of members voting in a mail ballot. Written notice of the proposed amendment(s) must be submitted to the membership at least thirty (30) days prior to the voting.

Section 2. All amendments must be consistent with Article II of this Constitution and a copy of same must be reported to the Executive Director of MTNA before approval.

BYLAWS

ARTICLE I - MEMBERSHIP

Section 1. Active Membership shall be open to all individuals who are professionally engaged in any field of music activity. They have the right to vote, hold office and enter students in all MTNA, OhioMTA and District activities and competitions.

Section 2. Collegiate Membership shall be open to all college students currently involved in music study. They may attend all activities of the District but may not vote, hold office or enter students into MTNA, OhioMTA or District competitions.

Section 3. Retired Membership is open to those who have been Active Members for at least 20 continuous years, who have reached the age of 75, and who have essentially retired from teaching. A member must send written notice to the Executive Director of MTNA for this class of membership to be activated. Retired members may vote, but cannot hold office or enter students into MTNA, OhioMTA or District competitions.

Section 4. Honorary Members are either nationally or locally known musicians. Honorary Membership requires that each of five Active members submit a letter of recommendation to the Executive Board for approval. Honorary Membership is awarded for the duration of one year. The District pays the one year National and State dues. They may attend all activities of the District but may not vote or hold office.

Section 5. Patron Members are individuals and businesses who wish to support the programs of the District. They may attend all activities of the District but may not vote or hold office.

Section 6. No "studio" memberships exist. Teachers within a studio must apply for individual membership. Students must enter all events under the name of their own teacher.

ARTICLE II - FISCAL YEAR

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

ARTICLE III - MEMBERSHIP YEAR & DUES

Section 1. The membership year for all membership categories except that of Student Membership shall coincide with the fiscal year. The Student Membership year shall be October 1 to September 30.

Section 2. Annual dues for all categories of membership shall be due on the first day of the membership year, after which date members are delinquent and not entitled to any privileges of membership until dues are paid for the current membership year.

Section 3. All dues are sent to the National Headquarters of MTNA and must be posted there at least one day prior to the registration deadline of any District or State event. MTNA competitions require that membership be posted prior to September 1 of each year.

Section 4. The amount of annual dues will be published in the District's Annual Directory.

ARTICLE IV - ELECTION OF OFFICERS

Section 1. The Nominating Committee Chairman will be the Immediate Past President and at least two other committee members of his/her choosing. The Committee shall be in place by the autumn board meeting preceding the end of the President's term of office. They shall prepare a slate of not more than two (2) candidates for each office.

Section 2. The District membership shall be notified by mail of the Nominating Committee's slate of officers at least thirty days prior to the Annual Meeting.

Section 3. The active members of the District shall elect by a majority vote the Officers of the District at the Annual Meeting. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. This consent must be given in writing or given in person at the meeting. Election by the members must be by secret ballot, and each office shall be voted on separately. In the event of only one nominee for an office, the President may recommend election by general consent. The election shall take place at the Annual Meeting in even numbered years.

Section 4. Elected Officers will take office at the end of the last board meeting ending the out-going Officers' term with the exception of the Treasurer whose term of office shall begin with the new fiscal year.

Section 5. Each Officer shall be elected for a term of two years.

Section 6. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Officers.

ARTICLE V - COMMITTEE CHAIRMEN

Section 1. Committee Chairmen shall be selected by the Nominating Committee.

Section 2. The member accepting the office of President shall assist the Nominating Committee in selecting unfilled Committee Chairmen positions.

Section 3. Committee Chairmen shall hold a two-year term and begin their two-year term with the last Board Meeting ending the out-going Committee Chairman's term.

Section 4. The Chairman of a newly established Committee serves for the duration of the President's term.

Section 5. Committee Chairmen must be members of good standing in the organization.

Section 6. The President shall appoint all standing and ad hoc Committee Chairman and appoint replacements to vacated Committee Chairman positions.

ARTICLE VI - DUTIES OF OFFICERS & COMMITTEE CHAIRMEN

Section 1. The President shall be the principal elective officer of the District and shall preside at all meetings of the District. The President serves as a member of the Finance Committee. The President shall serve as a member ex officio of all other Committees except the Nominating Committee and shall supervise all program planning and projects. The President files paperwork with the District's Statutory Agent pertaining to incorporation and files an annual report with MTNA providing them with information relative to our exemption status with the IRS. The President sends District newsletters to the District Membership and appropriate State and National officers. The President shall attend the annual OhioMTA Board Meeting at the State Convention and submit an annual report. The President studies the Constitution and Bylaws to ascertain that the District is operating within the requirements of the state and national organization. He or she shall perform all duties applicable to the office as prescribed by the parliamentary authority adopted by the District. When there is a Co-President, he/she assists the President in all of the President's duties and may assume the President's duties at the President's request.

Section 2. The Immediate Past President shall be the chairman of the nominating committee; shall be responsible for obtaining all updated job descriptions of Officers and Committee Chairmen; and shall perform all duties applicable to the office as prescribed by the parliamentary authority adopted by the district. The Immediate Past President serves as a member of the Finance Committee. In the event the current President agrees to hold a second consecutive two-year term of office as President, someone other than the Immediate Past President may be appointed to be the chairman of the nominating committee and/or to fill their seat on the Finance Committee.

Section 3. Vice Presidents shall be chairman of a specific activity or event and will serve as leaders of a Planning & Resource Team (PRT). Vice Presidents shall:

- a) Convene and conduct an annual meeting of their PRT, more as needed.
- b) Obtain copies of updated job descriptions from all PRT members, maintain copies for their own use and provide copies to the Immediate Past President.
- c) Serve in an advisory capacity to their PRT members by remaining available to answer questions or assist in solving problems by utilizing the knowledge and experience of team members, the District President and all other Executive Board members; establishing procedures for maintaining regular contact between themselves and their team members for the purpose of monitoring individual progress as is necessary and appropriate for each Team member; and keeping the District President informed about the workings of their team through a written report following full meetings of their team and through verbal or written reports as needed thereafter and informing the District President of any proposals to be added to the Executive Board meeting agenda.
- d) Serve on the Budget Committee.
- e) Perform all other duties as required by their office.
- f) Will not take on the responsibilities or duties of any team member.

Section 4. The Vice President of Member Services is responsible for Membership and serves as the leader of the Member Services Planning & Resource Team as described in Section 3 above. This team is comprised of the following Committee Chairmen: Advertising, Certification, Directory Compilation, Grants for Professional Development, Membership, Publicity and Webmaster. The Vice President of Member Services shall assume responsibilities of the President in the event the President is unable to fulfill his/her duties.

Section 5. The Vice President of Student Activities is responsible for chairing one of the Student Activities and serves as the leader of the Student Activities Planning & Resource Team as described in Section 3 above. This team shall be comprised of the following Committee Chairmen: District Festival, Out & About, Pianorama, Scale Olympics and Student Solo & Ensemble Recitals.

Section 6. The Vice President of Student Competitions is responsible for chairing one of the Student Competitions and serves as the leader of the Student Competitions Planning & Resource Team as described in Section 3 above. This team shall be comprised of the following Committee Chairmen: Buckeye Auditions, OhioMTA/Graves Piano Solo & Ensemble Competition and Summer Music Study Scholarships.

Section 7. The Vice President of Teacher Activities is responsible for one of the Teacher Activities and serves as the leader of the Teacher Activities Planning & Resource Team as described in Section 3 above. This team is comprised of the following Committee Chairmen: Conferences, All Workshop Chairmen, and Independent Music Teachers Forum.

Section 8. The Recording Secretary keeps the minutes of all meetings of the District and sends copies of all minutes to the President within 30 days following the meetings. The Recording Secretary shall be responsible for collecting two copies of all District-sponsored event programs during which copyrighted music is performed and will send them to the MTNA Assistant Executive Director by June 30 of each year. The Recording Secretary shall help with mailings when requested by the President and performs all duties as required by the office.

Section 9. The Treasurer is responsible for:

- a) Maintenance of proper financial records.
- b) Preparation of the annual report to the Executive Board.
- c) Disbursement of District Funds as authorized by the Executive Board.
- d) Arranging for an audit and/or financial compilation at the end of term of office or each 2 years, whichever comes first.
- e) Overseeing the Finance Committee, which is responsible for management of the Endowment Fund, providing financial oversight responsibilities by recommending and interpreting policy to the board,

monitoring its implementation, and distribution of funds from the Beverly A. Rawles Fund for Music Education. The Finance Committee shall consist of the Treasurer, President, Immediate Past President and 2 or 4 members at large appointed by the Treasurer and approved by the President and Immediate Past President.

f) Oversees the preparation of the annual budget for distribution 30 days prior to the Annual Meeting.

g) Files any paperwork with the IRS; and performs all duties required by the office.

Section 10. Committee Chairmen shall perform all duties required by their position and shall attend all Executive Board meetings. Copies of all mailings should be sent to the President.

Section 11. All Officers and Committee Chairmen shall have a job description of their office and should update their job descriptions at the end of their term of office, retaining a copy for the Committee records and sending a copy to the President.

Section 12. All Officers and Committee Chairmen shall give their successors an end-of-term achievement report with a copy to the President.

Section 13. The following changes to district events must be approved by the appropriate Planning & Resource Team, then by the Executive Board:

- a) Fees
- b) Monetary awards
- c) Repertoire Guidelines
- d) Age/Eligibility requirements
- e) Overall Structure of the event

ARTICLE VII - EXPENSES OF OFFICERS & COMMITTEE CHAIRMEN

Section 1. Officers and Committee Chairmen upon submitting proper receipts of expenses incurred in the performance of District duties shall be reimbursed for these expenses.

Section 2. The District does not pay mileage for Committee Chairmen's travel costs on OMTA business.

Section 3. No bills will be reimbursed without proper receipts. The Treasurer shall have the right to refuse reimbursement of expenses when no receipts are submitted.

ARTICLE VIII - HONORING DECEASED MEMBERS

Section 1. Upon the death of a member of the District, the Treasurer shall, in lieu of flowers, make a donation in the name of the deceased to the District's Summer Scholarship Fund.

Section 2. The President shall send a letter of condolence to the family of the deceased informing them of the scholarship donation.

ARTICLE IX - AMENDMENTS

Section 1. These Bylaws may be amended by a 2/3 majority vote of the members present and voting at the Annual Meeting or a 2/3 majority vote of members voting in a mail ballot. Written notice of the proposed amendment(s) must be submitted to the membership at least thirty (30) days prior to the voting.

Section 2. All amendments must be consistent with Article II of this Constitution and a copy of same must be reported to the Executive Director of MTNA before approval.

Any proposed changes to the Constitution & Bylaws should be submitted in writing by March 1, 2022 to:

Andrea Keil
President, Central East District OhioMTA
2943 Dennis Lane • Grove City, OH 43123

(614) 406-7058 • andrea@musicmakerspianostudio.com

As with all activities, there is some risk of injury, loss, or damage at events sponsored by OhioMTA. As a condition of your participation, you agree to assume these risks. You also agree to release OhioMTA, MTNA, its officers, trustees, agents, and volunteers from any and all claims you might have for any injury, loss, or damage.