CONSTITUTION AND BYLAWS
of
MISSISSIPPI MUSIC TEACHERS ASSOCIATION

PREAMBLE
The Mississippi Music Teachers Association, an affiliate of the Music Teachers National Association (MTNA), in order to further the art of music; and to promote the growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research; and being a not-for-profit organization within the meaning of Section 501(c) of the Internal Revenue Code of 1954 whose funds are used solely to accomplish these objectives, does hereby adopt this Constitution and Bylaws. The MMTA IRS Identification Number is 64-0888269.

ARTICLE I - Membership
Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of Mississippi Music Teachers Association, hereinafter designated as MMTA or as the Association.
Section 2. Membership dues shall be proposed by the Executive Committee and approved by the MMTA Board.
Section 3. Membership in the Association may be terminated by the members or revoked by the Association as prescribed in the Bylaws.

ARTICLE II - AFFILIATED LOCAL ASSOCIATIONS
Section 1. Any city, town or district music teachers association may become and remain affiliated with MMTA by fulfilling the requirements of membership as stated in the Constitution and Bylaws.
Section 2. The Executive Committee may suspend or terminate any affiliated association at any time for justifiable cause, as outlined in the Bylaws, subject to ratification of the action by the MMTA Board.

ARTICLE III - OFFICERS
Officers of the Association shall be a President, President-Elect, Vice President for Membership, Vice President for College and National Competitions, Vice President for Pre-College Activities, Vice President for Public Relations, Secretary, Treasurer, and Immediate Past President. The manner of election and the duties of each officer shall be defined in the Bylaws.

ARTICLE IV - EXECUTIVE COMMITTEE
Section 1. The Executive Committee shall be composed of the President, President-Elect, four Vice Presidents, Secretary, Treasurer, and Immediate Past President.
Section 2. The Executive Committee shall determine policies of the Association in consultation with the MMTA Board and within the limits of the Constitution and Bylaws. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.
Section 3. In order to transact business a quorum consisting of six (6) voting members of the Executive Committee, at least one of them being the President or President-Elect, must be present.

ARTICLE V - MMTA BOARD
Section 1. The MMTA Board shall be composed of the Executive Committee, MTNA Certification Chair, MTNA Foundation Chair, Student Chapters Chair, Independent Music Teachers Forum Chair, College Faculty Chair, and Local Association Presidents. The manner of appointment shall be defined in the Bylaws. [Add Theory and Composition Chair?]
Section 2. The MMTA Board shall make recommendations to the Executive Committee regarding policy and membership concerns.
Section 3. The MMTA Board shall have the power to rescind by a two-thirds vote, any decision of the Executive Committee.
Section 4. Fourteen (14) members (50% plus one) shall constitute a quorum of the MMTA Board.
Section 5. The Executive Committee may submit items of business by mail to the full membership of the MMTA Board, requesting a vote via a mail ballot. The contents of the proposals and the results of such mail ballots shall be reported to the Secretary, approved and incorporated in the minutes of the next meeting of the MMTA Board.

ARTICLE VI - COMMITTEES
The President, subject to the approval of the Executive Committee, shall appoint such standing and ad hoc committees and chairs as may be required by the Constitution and Bylaws, or as he or she may deem beneficial to the Association. The President shall be a member ex-officio of all committees except the Nominating Committee.

ARTICLE VII - MEETINGS
Section 1. There shall be an annual meeting of the Association, time and place to be determined by the Executive Committee. Notice of such meeting shall appear in the Mississippi Music Teacher (MMT) at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items for consideration.
Section 2. Ten (10) percent of the current membership entitled to vote shall constitute a quorum for the election of officers and for the transaction of business at any annual or special membership meeting.
Section 3. Special meetings of the Executive Committee may be called by the President, or upon the request of not less than six (6) of the Executive Committee, or upon a signed petition from 50% plus one of the Active members of the Association.
Section 4. The MMTA Board shall meet a minimum of once per year, usually at the annual convention. Prior to such meetings the Executive Committee will meet to prepare various items to be presented before the MMTA Board. Special meetings of the MMTA Board may be called by the President, or upon the request of not less than fourteen (14, or 50% plus one) members of the MMTA Board or upon a signed petition from 50% plus one of the Active members of the Association.
Section 5. The rules contained in the current edition of Robert’s Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the association or any special rules of order the Association may adopt.

Section 6. The President may appoint a parliamentarian to provide opinion during various meetings.

ARTICLE VIII - PUBLICATION OF CONSTITUTION AND BYLAWS
The MMTA Constitution and Bylaws shall be printed and distributed to the membership annually.

ARTICLE IX - AMENDMENTS
Section 1. This Constitution may be amended upon the recommendation of the Executive Committee and the MMTA Board at any annual session of the Association by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the membership of MMTA at least thirty (30) days in advance of the session.

Section 2. Upon the recommendation of the Executive Committee and the MMTA Board this Constitution may be amended by a mail ballot. Approval by a two-thirds vote shall constitute amendment. The ballot and proposed amendments must be submitted to the members of MMTA at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot.

BYLAWS

ARTICLE I – MEMBERSHIP
Section 1. Active Membership shall be open to all individuals professionally engaged in any field of music activity. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, hold office, and receive the official Association publications. MTNA strongly encourages its members to adopt the Code of Ethics as their personal model of professional conduct.

Section 2. Student Membership shall be open to all full-time college students currently involved in music study. Student members shall be entitled to attend programs of the Association and to receive the official Association publication, but shall not have the right to vote, hold office, apply for national certification, or enter students into MTNA competitions. Student members of MTNA must also be members of MMTA or other affiliated associations.

Section 3. Patron Membership shall be open to all individuals and businesses who wish to support the programs of the Association. Patron members shall be entitled to attend programs of the Association and to receive the official Association publications, but shall not have the right to vote or hold office.

Section 4. Retired MMTA/MTNA members who discontinue teaching may remain on active status and retain all rights of the organization upon payment of discounted dues.
ARTICLE II – REVOCATION OF MEMBERSHIP
No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of MMTA. Any accusation that a member of MMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of MMTA, who shall immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President shall immediately terminate the membership and the certification of that person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA.

Any membership terminated under this section shall be reinstated upon the filing with the MTNA President of a certified copy of the judgment, reversing the conviction.

ARTICLE III - FISCAL YEAR
The fiscal year shall commence on July 1 and end on June 30.

ARTICLE IV - MEMBERSHIP YEAR
Section 1. The membership year for all membership categories except that of student membership shall coincide with the fiscal year, July 1 to June 30. 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 not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year. In order to enter students in MMTA and/or MTNA Competitions, annual dues must be paid by the first day of September.

ARTICLE V – ELECTION OF OFFICERS
Section 1. A Nominating Committee shall be appointed in even-numbered years to nominate MMTA officers. The committee shall consist of the Immediate Past President, who shall serve as chair, and three Active members of the Association. These three members shall be appointed by the President and approved by the MMTA Executive Committee. Each shall have given his or her consent. If a vacancy occurs on the Nominating Committee, the replacement members shall be appointed by the President with the approval of the MMTA Executive Committee. The Nominating Committee shall prepare a slate of candidates for each office. This slate shall appear in an issue of the Mississippi Music Teacher at least thirty (30) days before the date of the annual session of the Association.

Section 2. The Active members of MMTA shall elect by a majority vote the officers of the Association. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. 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 session of the members in even-numbered years.
Section 3. The President-Elect, upon completion of his or her term of office, shall become President of the Association. Should the elected President-Elect be unable to assume the Presidency, the President shall be elected, to that term only, in the same manner as that of the other officers.

Section 4. Each officer shall be elected for a term of two (2) years. No officer may serve more than two (2) consecutive terms in the same office.

Section 5. The term of office commences thirty (30) days following the adjournment of the annual session of the Association during which elections are held.

Section 6. No elected officer may hold a national, division, or state office concurrently except the Immediate Past President.

Section 7. A vacancy in any office, except that of president, shall be filled by the President in consultation with the Executive Committee, subject to the approval of the MMTA Board. A President-Elect selected in this manner cannot assume the office of President without being elected to that office.

ARTICLE VI - DUTIES OF MMTA OFFICERS

Section 1. Duties of the President
A. Calls and presides at meeting of the Association, the Executive Committee and the MMTA Board.
B. Names appointed chair persons with Executive Committee approval.
C. Appoints standing and ad hoc committees with Executive Committee approval.
D. Represents the Association at National and Divisional meetings.
E. Severs as ex-officio member of all committees except the Nominating Committee.
F. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 2. Duties of the Immediate Past President
A. Serves as chair of the Past Presidents’ Advisory Committee.
B. Serves a chair of the Nominating Committee
   [Foundation Chair? Web Manager?]

Section 3. Duties of the President-Elect
A. Assumes duties of the President in the absence of that officer.
B. Coordinates and directs the Conference program.
C. Serves as Conference Committee Chair
D. Prepares budget for Conference expenses to be approved by the Executive Committee.
E. Serves on the Finance Committee
F. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 4. Duties of the Vice President for Membership
A. Presides in the absence of the President and President-Elect.
B. Coordinates all activity relating to recruitment, retention and development of members.
C. Coordinates publication of the membership directory.
D. Sends membership dues to Treasurer upon receipt of dues and information print-out from MTNA.
E. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 5. Duties of the Vice President for College and National Competitions
A. Administers all college and national competitions at the state level.
B. Advises performance area chairs in securing adjudicators for competitions.
C. Serves on the Convention Committee.
D. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 6. Duties of the Vice President for Pre-College Activities
A. Coordinates pre-college student auditions and competitions, except for the MTNA Competitions.
B. Coordinates the State Special Recognition Recitals.
C. Serves as Chair of the Pre-College Student Activities Committee.
D. Serves on the Convention Committee.
E. Prepares a budget for pre-college student activities to be approved by the Executive Committee.
F. Serves on the Finance Committee.
G. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 7. Duties of the Vice President for Public Relations
A. Promotes public information about the activities of the Association.
B. Serves as Editor of the Mississippi Music Teacher.
C. Prepares and submits a budget to the Executive Committee.
D. Assists the President and other officers in defining the role of MMTA in promoting the arts in Mississippi.
E. Works closely with the Assistant to the Vice President for Public Relations in publishing the Mississippi Music Teacher. [Include information about MMT on web site?]
F. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 8. Duties of the Secretary
A. Records minutes of all meetings of the Executive Committee, the MMTA Board and the Association.
B. Maintains files of reports for various offices and Local Affiliates.
C. Distributes copies of minutes in legal form to all members of the Executive Committee and the MMTA Board. [submits minutes to place on web site?]
D. Handles the correspondence of the association as directed by the President.
E. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 9. Duties of the Treasurer
A. Oversees, in cooperation with the President and President-Elect, all financial affairs of the Association.
B. Serves as chair of the Finance Committee.
ARTICLE VII - DUTIES OF APPOINTED OFFICERS

Section 1. Duties of Assistant to the Vice President for College and National Competitions
A. Helps schedule and administrate competitions
B. Serves on the Executive Committee in the absence of the Vice President for College and National Competitions.

Section 2. Duties of the Assistant to the Vice President for Pre-College Student Activities
A. Helps coordinate, schedule, and administer competitions, auditions and recitals
B. Serves on the Executive Committee in the absence of the Vice President for Pre-College Student Activities.

Section 3. Duties of the Assistant to the Vice President for Public Relations
A. Solicits and organizes advertising for the Mississippi Music Teacher.
B. Works closely with the VP for Public Relations in the publishing of the MMT.
C. Works closely with the VP for Public Relations in the promotion of public information about the Association.

Section 4. Duties of the Chair of the Independent Music Teachers Forum.
A. Disseminates information about the IMTF to the local affiliates
B. Schedules one or more IMTF functions at the annual conference.
C. Performs such other duties as requested by the National IMTF Chair.
D. Serves on the Pre-College Students Activities Committee
E. Serves on the Conference Committee

Section 5. Duties of the MTNA Chair for Certification
A. Disseminates information about certification.
B. Receives, evaluates, and processes applications for certification and renewal of certification.
C. Keeps certification records.
D. Maintains contact with National Headquarters
E. Submits a report at yearly MMTA Board meetings
F. Submits articles pertaining to certification procedures and publicity for newly certified members to the appropriate media.

[change the section 5 above to the section 5 below]

Section 5. Duties of the MTNA Chair for Certification
A. Is an advocate for MTNA Professional Certification
B. Disseminates information about MTNA Professional Certification.
C. Maintains contact with MTNA Division Certification Commissioner and National Headquarters
D. Attends and submits reports for MMTA Board meetings
E. Submits articles pertaining to certification procedures and publicity for newly certified members to the appropriate media.
Section 6. Duties of the Local Conference Coordinator.
   A. Coordinates the annual conference locally.
   B. Serves for one year on the Conference Committee.

Section 7. Duties of the MTNA Foundation Chair
   A. Handles the National Foundation effort.
   B. Initiates and manages awards for recognition and excellence in teaching
      and/or performance by members of MMTA and their students

Section 8. Duties of the Theory and Composition Chair
   A. Encourages participation in composition projects.
   B. Provides opportunities for young composers to submit compositions for
      appraisal and recognition.
   C. Contracts for the commissioned composition to be premiered at the annual
      conference.
   D. Serves on the Conference Committee
   E. Serves on the Pre-College Student Activities Committee

Section 9. Duties of the Performance Area Chairs
   A. Plan programs and appropriate activities in performance areas that may
      include brass, classical guitar, percussion, piano, organ, strings, voice,
      woodwinds, chamber music and jazz.
   B. Secure and host adjudicators, clinicians, and conference artists for the
      appropriate performance area.
   C. Serves on the Conference Committee.

Section 10. Duties of the College Faculty Forum Chair

Section 11. Duties of the Student Chapters Chair

ARTICLE VIII - AFFILIATED LOCAL ASSOCIATIONS

Section 1. Any city, town or district music teachers association may petition to the Executive
Committee for affiliation in MMTA by providing evidence that the following
requirements have been fulfilled:
   A. That two (2) copies of the Local Association governing document(s) (e.g.
      Constitution, Bylaws, Articles, and Incorporation) have been filed with the
      Secretary and that they are consistent with those of MMTA.
   B. That it guarantees on the basis of submitted membership rosters that one
      hundred percent (100%) of its members who meet the requirements of MTNA
      Active Membership, and one hundred percent (100%) of its Student members,
      who meet the requirements of MTNA Student Membership, are members in
      good standing of MTNA.
   C. That its fiscal and membership year coincide with that of MMTA.

Section 2. Upon determining that a petition local music teachers association has fulfilled the
requirements of Section 1 of this Article, MMTA shall approve the petition.

Section 3. In referring to its affiliation, each Local Association shall use the phrase,
“Affiliated with the Mississippi Music Teachers Association.” This specified
phrase shall be included in the constitutions of all affiliated Local Associations.
Section 4. Annual renewal of a Local Association shall be made without reconsideration by MMTA, provided:
   A. That the affiliate has not formally notified MMTA that it wishes to discontinue affiliation.
   B. That all changes in the Constitution and Bylaws of the affiliated Local Association have been filed with MMTA.
   C. That all provisions of Section 1 of this Article continue to be fulfilled.

Section 5. Local Affiliates in good standing shall have one voting representative on the MMTA Board. Representatives shall serve on the Pre-College Student Activities Committee.

Section 6. A listing of MTNA/MMTA local affiliates is presented in Appendix I.

ARTICLE IX - STANDING COMMITTEES

Section 1. The Finance Committee shall consist of the President, President-Elect, Treasurer, Vice President for College and National Competitions, and Vice President for Pre-College Student Activities. The treasurer shall serve as chair of this committee. The Committee shall authorize an audit at the end of each odd-numbered fiscal year.

Section 2. The Past Presidents Advisory Committee shall consist of all Past Presidents of MMTA who are active members. This committee shall meet at the time and place of the annual session of the Association and shall serve in an advisory capacity to the Executive Committee. The MMTA Immediate Past President shall serve as chair of this committee.

Section 3. The Conference Committee shall be chaired by the President-Elect. Members shall include the Local Conference Coordinator, Vice President for College and National Competitions, IMTF Chair, Theory and Composition Chair, and all performance area chairs. The Conference Committee shall present plans for the annual Conference to the Executive Committee and the MMTA Board for approval.

Section 4. The Pre-College Student Activities Committee shall be chaired by the Vice President for Pre-College Student Activities. Members shall include the Assistant to the Vice President for Pre-College Student Activities, IMTF Chair, Theory and composition Chair and the Local Affiliate Presidents. This committee shall be responsible for coordinating and bringing to fruition all state pre-college student activities.

ARTICLE X - AMENDMENTS

Section 1. These Bylaws may be amended upon the recommendation of the Executive Committee at any meeting of the MMTA Board by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the MMTA Board at least twenty-four (24) hours in advance of the meeting.

Section 2. Upon the recommendation of the Executive Committee these Bylaws may be amended by a two-thirds vote via a mail ballot open to the members of the MMTA Board. The ballot and proposed amendment(s) must be submitted to the MMTA Board at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot.
ARTICLE XI - DISSOLUTION
In the event of the dissolution of the Association for any reason, funds or other assets of the Association remaining after settlement of the liabilities of the Association shall be contributed to the Music Teachers National Association Foundation, Inc. However, if such entity does not then qualify under Section 501 (c) (3) of the Internal Revenue Code of 1954, or is otherwise unable or unwilling to accept such distribution, the assets shall be distributed as the Executive Committee determines to one or more organizations which do qualify under said code.

APPENDIX I - LOCAL AFFILIATES AND AFFILIATION DATES
A. Music Forum of Jackson, 1968
B. Jones County Music Teachers Association, 1968
C. Hattiesburg Music Teachers League, 1972
E. Music Forum of Tupelo, 1981
F. South Central Piano Teachers Association, 1982
G. Gulf Coast Music Teachers Association, 1984
H. Vicksburg Music Teachers League, 1985
I. Grenada Area Music Teachers Association, 1985
J. League of Meridian Music Teachers, 1986

[should local affiliates be listed, or just defined generally?]

APPENDIX II - MTNA Code of Ethics
Revised March 1996
We, the members of Music Teachers National Association, having dedicated ourselves to the advancement of musical knowledge and education, recommend the following principles of ethical practice as standards of professional conduct.

Responsibilities to Our Students
♦ The relationship between teacher and student shall be established, maintained and terminated in a professional manner. The teacher shall respect the personal integrity and privacy of students at all times.

♦ Members are responsible for encouraging, guiding and developing the musical potential of each student.

♦ Members shall encourage students to participate in community music activities.
Responsibilities to Our Colleagues

♦ Members shall maintain a professional attitude and shall act with integrity in regard to colleagues in their profession.

♦ Members shall participate as fully as possible in activities of Music Teachers National Association.

♦ Members shall provide professional assistance to one another when such assistance is requested.

♦ Members shall respect the rights of colleagues when speaking of other teachers’ work and/or students and shall avoid conflict with the instruction of a student’s regular teacher when serving as an interim instructor.

Responsibilities to Our Public

♦ Members shall maintain the highest standard of moral conduct, professional conduct and personal integrity.

♦ Members shall exhibit the highest standard of expertise by maintaining their professional abilities in their fields of teaching and performing.

♦ When asked, members shall assist those seeking guidance in selecting an independent teacher by suggesting the names of two or more teachers in the community. The final choice shall be made by the parent and the student.

♦ Members shall refrain from making exaggerated claims or misleading statements concerning their teaching qualifications. Advertising copy shall be dignified, strictly truthful and representative of the art of music and its responsibility to the community.