

**North Dakota Music Teachers Association**  
**Affiliated with Music Teachers National Association**  
**CONSTITUTION**

**ARTICLE I- NAME**

The name of this organization is North Dakota Music Teachers Association.

**ARTICLE II- OBJECT**

- Section 1. The mission of the Association is the continuing improvement of music teachers and the advancements of musical knowledge and education through discussion, investigation, publications, meetings, clinics, workshops, competition, and concerts.
- Section 2. This is a non-profit organization and no part of the net earnings may benefit any private member or individual.
- Section 3. In event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to the Music Teachers National Association Foundation.
- Section 4. The organization is 100% affiliated with the Music Teachers National Association, Inc.

**ARTICLE III- MEMBERSHIP**

- Section 1. Membership classifications in the Association are: Active, Collegiate/Student, and Honorary.
- Section 2. Membership privileges and dues are prescribed by the Bylaws of the Association.
- Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the Bylaws.

**ARTICLE IV- OFFICERS**

- Section 1. The officers of the Association are the President, the Vice President (President-Elect), the Secretary, and the Treasurer. The authority and duties of each officer are defined in the Bylaws of the Association.
- Section 2. All officers are elected by a majority vote of the membership at the annual meeting.
- Section 3. All officers are elected for a term of two years. The Vice President (President-Elect), is elected in even-numbered years and takes office with the new President. The Secretary and Treasurer are elected in odd numbered years. No officer shall succeed herself/himself more than once unless approved by a quorum of the general membership in attendance at the state conference.
- Section 4. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Executive Board and be subject to the approval of the NDMTA Board. A President-Elect selected in **this** manner cannot assume the office of President without being elected to that office.

**ARTICLE V- EXECUTIVE/NDMTA BOARDS**

- Section 1. The Executive Board consists of the elected officers. The NDMTA Board consist of elected officers, the immediate past-president, presidents of local associations, and other committee chairs as appointed by the President.
- Section 2. The NDMTA Board shall determine policies of the Association-within the limits of the Constitution and Bylaws. It shall actively pursue the mission 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.

**ARTICLE VI- FISCAL YEAR**

- Section 1. The fiscal year begins on July 1 and ends on June 30, which coincides with the MTNA fiscal year.

**ARTICLE VII- MEETINGS**

- Section 1. There shall be an annual meeting of the Association, time and place to be determined by the NDMTA Board. Notice of such meeting shall appear in the official Association publication 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. Special meetings of the Executive Board may be called by the President, or upon joint request of not less than a majority of the Executive Board.
- Section 3. 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 4. The President may appoint a parliamentarian to provide opinion during various meetings.

**ARTICLE VIII- QUORUM**

- Section 1. Nine members, of whom at least two must be officers, constitute a quorum of the Executive Board.
- Section 2. Two members of the Executive Board plus 50% of the active members registered at the annual meeting shall constitute a quorum for business meetings of the Association.

**ARTICLE IX- PUBLICATION OF CONSTITUTION AND BYLAWS**

- Section 1. The NDMTA Constitution and Bylaws shall be printed and distributed to the membership annually.

**ARTICLE X- LOCAL ASSOCIATIONS**

- Section 1. Members in local areas may join together to form Local Associations of this State Association. Every member of these local associations must be a member in good standing of the state and national association. Such local associations may carry on activities of benefit to the members in that area, subject to the approval of the state Executive Board.

## **ARTICLE XI- AMENDMENTS**

- Section 1. This constitution may be amended upon the recommendation of the Executive Board at any annual business meeting by a majority vote of the active members present and voting, written notice of the proposed amendments having been submitted to the membership at least four weeks in advance of the meeting. All amendments must be harmonious with the National Constitution. If amendments are adopted, a corrected copy of the State Constitution should be submitted to MTNA Headquarters.

# **North Dakota Music Teachers Association** **~BYLAWS~**

## **ARTICLE I--- MEMBERSHIP**

- Section 1. Active membership is open to all individuals professionally engaged in any field of musical activity. Such membership provides the privileges of participation in the activities of the Association, attendance at meetings, holding office, and voting. All active members must also be active members of the Music Teachers National Association, which membership provides the privileges of participation in the activities of the Association, attendance at meetings upon payment of the registration fee, holding office, voting, and receiving a subscription to the *American Music Teacher*. 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, who are also members of an affiliated association. Student members shall be entitled to attend programs of the Association upon payment of the registration fee 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 may enter students in the NODAK competitions.
- Section 3. Honorary Membership may be conferred on those who have rendered outstanding service in the field of music. Honorary membership on the local level must be conferred by the Local Association; honorary membership on the state level must be conferred by NDMTA (decided by the Executive Board); honorary membership on the national level must be conferred by MTNA. Dues, or the absence of dues, will be decided at each level.
- Section 4. Student chapters, pre-college and/or college may be formed by affiliated associations. A student of music is defined as a person who is currently involved in music study or is a participant in a music organization. Such a student is not required to be a music major.

## **ARTICLE II--- REVOCATION OF MEMBERSHIP**

- Section 1. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of NDMTA. Any accusation that a member of the NDMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of NDMTA, who shall immediately report the accusation to the President of MTNA, who shall appoint a three---person committee to ascertain the validity of 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--- MEMBERSHIP YEAR**

- Section 1. The membership 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.

## **ARTICLE IV--- DUES**

- Section 1. North Dakota annual dues for all membership classifications must be paid with the national dues. The state dues will be reviewed and approved annually by the Executive Board, and the recommendation presented to the membership for approval at the annual meeting or by mail ballot (newsletter).
- Section 2. Members failing to pay dues by July 1 forfeit all rights to membership. Members are not good standing until dues are paid for the current fiscal year and are therefore not eligible for membership privileges such as entering students in competitions or association sponsored programs or attending association meetings.

#### **ARTICLE V---DUTIES OF THE OFFICES**

- Section 1. An officer's term commences immediately after the adjournment of the annual meeting in which she/he is elected. The termination of office for all retiring officers and committee chairs coincides with the above.
- Section 2. The President presides at meetings of the Association, calls and presides at meetings of the Executive Board, appoints all standing and special committees and committee chairs as needed, and performs all other duties implied by his/her title.
- Section 3. The Vice President (President---Elect) assumes all duties of the President in the absence of that officer. The Vice President shall perform additional duties as assigned by the President.
- Section 4. The Secretary keeps the minutes of all business meetings of the Association and of all meetings of the Executive Board, sees that the minutes are in legal form and properly preserved, and carries such other duties as assigned by the Executive Board. In the absence of both the President and Vice President, the Secretary assumes all duties of the President.
- Section 5. The Treasurer is responsible for the maintenance of proper financial records and for the preparation of an annual report for the Executive Board and for the annual business meeting. The treasurer's books will be audited annually. Internal audits may be conducted except when the Treasurer leaves office, in which case an external audit is required. . The treasurer will prepare and present a budget prior to the end of the fiscal year

#### **ARTICLE VI--- AFFILIATED LOCAL ASSOCIATIONS**

- Section 1. Any city, town, or district music teachers association may petition to the Executive Board for affiliation in NDMTA by providing evidence that the following requirements have been fulfilled:
- a. That two copies of the Local Association governing document(s) (e.g. Constitution, Bylaws and Articles of Incorporation have been filed with the Secretary and that they are consistent with those of NDMTA.
  - b. That its fiscal and membership year coincide with that of NDMTA.
- Section 2. Upon determining that a petitioning local music teachers association has fulfilled the requirements of Section 1 of this Article, NDMTA shall approve the petition.
- Section 3. In referring to its affiliation, each Local Association shall use the phrase "Affiliated with the North Dakota Music Teachers Association." This specified phrase shall be included in the constitutions of all affiliated Local Associations.
- Section 4. Each local Association shall guarantee 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 requirement of MTNA Student Membership, are members in good standing of MTNA.
- Section 5. Annual renewal of a Local Association shall be made without reconsideration by NDMTA provided:
- That the affiliate has not formally notified NDMTA that it wishes to discontinue affiliation.
  - That all changes in the Constitution and Bylaws of the affiliated local Association have been filed with NDMTA, that they are consistent with the Constitution and Bylaws of NDMTA, and have been approved by NDMTA.
  - That all provisions of Sections 1 and 4 of this Article continue to be fulfilled.

#### **ARTICLE VII---STANDING COMMITTEES**

- Section 1. **CERTIFICATION COMMITTEE.** Membership shall consist of a Chair appointed by the NDMTA President. The Chair may select additional members as needed. The Chair shall assist members with National MTNA Certification by providing information and serving as a liaison between MTNA and NDMTA. The Chair will also manage the Service to the Profession program.
- Section 2. **RALLY COMMITTEE.** Membership shall consist of a Chair and additional members selected by the chair as needed.

- Section 3. **NOMINATING COMMITTEE.** The membership shall consist of three members (appointed annually by the President) who will present the slate of officers for vote at the annual meeting of the Association. In the event that there is only one nominee for an office, the president may recommend election by general consent.

#### **ARTICLE VIII---AMENDMENTS**

- Section 1. These bylaws may be amended by the Executive Board, by a majority vote of the Executive Board, a quorum being present and voting, the proposed amendments having been submitted to the board members at least 24 hours in advance of the meeting.
- Section 2. After any amendment to the constitution or bylaws of the State Association, a new, corrected constitution must be filed with the MTNA Vice President, who checks to see if it is harmonious with the MTNA constitution.

## **~Code of Ethics~**

*The North Dakota Music Teachers Association recommends, but does not require, that teachers within the state follow the MTNA Code of Ethics. The principles and aspirations found in the MTNA Code of Ethics are not conditions of NDMTA membership, but are goals and ideals that each NDMTA member should strive to make an essential part of his or her professional commitment to students, to colleagues, and to society.*

**COMMITMENT TO STUDENTS** – The teacher shall conduct the relationship with students and families in a professional manner.

- The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- The teacher shall clearly communicate the expectations of the studio.
- The teacher shall encourage, guide and develop the musical potential of each student.
- The teacher shall treat each student with dignity and respect, without discrimination of any kind.
- The teacher shall respect the student's right to obtain instruction from the teacher of his/her choice.

**COMMITMENT TO COLLEAGUES** - The teacher shall maintain a professional attitude and shall act with integrity in regard to colleagues in the profession.

- The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
- The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

**COMMITMENT TO SOCIETY** - The teacher shall maintain the highest standard of professional conduct and personal integrity.

- The teacher shall accurately represent his/her professional qualifications.
- The teacher shall strive for continued growth in professional competencies.
- The teacher is encouraged to be a resource in the community