

# THE CONSTITUTION AND BY-LAWS OF THE CATTARAUGUS COUNTY MUSIC TEACHERS ASSOCIATION

## **Article I - Name, purpose, affiliation**

**Section I - Name** The name of this non-profit educational organization shall be the Cattaraugus County Music Teachers Association.

**Section II - Purpose** The music teachers of Member Cattaraugus County Schools subscribing to this Constitution voluntarily join together to: provide music experiences for our students that they would not receive in a normal intra-school situation; promote and reward music scholarship; provide an information and self-help clearing house for professional growth; create a unified political force in support of music in public school education; provide a unified representation of County Music Teachers in business matters on all levels; provide a social environment for teachers with common interests, problems, and goals.

**Section III- Affiliation** This organization shall function as the Cattaraugus County Affiliated Unit with the New York State School Music Association (NYSSMA). This organization shall maintain a close relationship with the State Education Department, NYSSMA, (through the Zone I representative) and the Cattaraugus County Principals' Association.

## **Article II- Membership**

**Section I - Active Membership** Any person employed as a music teacher by any participating Cattaraugus County School District is an active member of this association. Only active members shall have the privilege of voting and holding office.

**Section II - Other** Associate memberships (music teachers from unaffiliated schools or private music teachers) and/or honorary memberships (inactive public school music teachers or private music teachers) may be granted membership by the Executive Committee.

## **Article III - Officers and Government**

**Section I - Officers** The officers of this Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

**Section II - Executive Committee** The Executive Committee shall consist of the officers named in Section I, the Past President, the various Festival Chairmen, and two members-at-large. The members-at-large should represent Cattaraugus County Schools not already represented on the Committee.

**Section III - Legislative Powers** The legislative power of this association shall be invested in the membership and in the Executive Committee.

**Section IV - Terms of Office, Conditions of Elections or Appointments** The term of office for the officers shall be two years. They shall be elected by the entire active membership. The Executive Committee members-at-large shall be elected for a one year term. Chairmen of Festivals shall be appointed by the President.

**Section V - Annual Elections** The election of officers and executive committee members shall take place during the last regular meeting of the school year. Nominations shall be made by the Executive Committee. Additional nominations shall be made from the floor. A majority of votes cast shall elect a candidate. The term of office shall begin immediately after the last meeting of the year. Nominees must be contacted before the election to insure that they will accept the offices if elected. The election of officers to positions, should be staggered with the offices of President and Secretary being filled one year and the offices of Vice-President and Treasurer filled the next

**Section VI - Vacancies** Vacancies in any office of the association may be temporarily filled by appointment of the President.

#### **Article IV - Meetings and Activities**

**Section I - Regular Meetings** A minimum of four regular meetings of the membership shall be held each school year. The dates and places for these meetings shall be arranged by the Executive Committee who will conform to the traditional Fall, Elementary All-County, Senior High All-County, and Spring format for establishing these meeting dates. Extra meetings may be called by the President if necessary. Mailed notification to the membership is a necessary prerequisite to all regular meetings. The President and the Executive Committee shall be responsible for the order of business at these meetings. The order of business must include reports from the Executive Committee to the membership and opportunity for the membership to give direction to the Executive Committee. The regular meetings are the only times this constitution can be amended and officers elected.

**Section II - Executive Committee** The Executive Committee shall meet quarterly at the discretion of the members. The first meeting should be prior to the first general meeting. Extra meetings may be called by the President, if necessary.

Mailed notification to the committee members is necessary. The President shall be responsible for the order of business.

**Section III - Activities** A Solo Festival, an Elementary Festival and a Senior High Festival will be held in various schools throughout the county each year. One Junior High ensemble will perform at the Elementary Festival, and the other will perform at the High School Festival; the placement of the Junior High ensembles will alternate each year. For example:

THIS YEAR:

**Elementary All-County:** EL Band, EL Chorus, *JH Band*

**High School All-County:** *JH Chorus*, HS Band, HS Chorus

NEXT YEAR:

**Elementary All-County:** EL Band, EL Chorus, *JH Chorus*

**High School All-County:** *JH Band*, HS Band, HS Chorus

A County Music Library will be maintained at a volunteer county school. Members are encouraged to borrow from this library according to their needs. The source of music to maintain this library is that music purchased by the county for its yearly Festivals. A list of music available should be published periodically for the benefit of the membership.

**Section IV - Other Meetings and Activities** Other meetings and activities needed to further promote the purposes of the association, as set forth in Article I of this Constitution, may be called or initiated by the President.

**Article V - Funds**

**Section I - Monies Received** Any monies received from any source whatsoever shall be turned over to the Treasurer and shall be properly receipted.

**Section II - Disbursement of Funds** Funds of the Association shall be disbursed by the Treasurer in accordance with the annual budget adopted by the Association.

**Article V I- Quorums**

**Section I - Membership, Regular Meeting** A quorum of the Association membership at a regular meeting shall consist of 11 active members.

**Section II - Executive Committee** A quorum of the Executive Committee shall consist of 5 of its members.

## **Article VII - Rules of Procedure**

**Section I - Governing Rules** This organization will operate under the following rules:

1. The traditional manner of procedure will be in effect in all meetings. Namely, recognition to speak will be given by the President, motions must be seconded, motions may be passed by a simple majority, discussion may be limited by the President, and rewording of motions may be made informally during discussion, if agreed upon by the maker of the motion and the second. The President shall make final decisions in all questions of procedure.
2. The order of business will be decided by the President. It must include the traditional concepts of reports to the membership and direction from the membership.
3. Any decisions made by a majority vote of those members present is binding for a period of one year or until it becomes part of the Constitution. The minutes, written by the Secretary and kept in order by the President, shall be the confirming source of reference in regard to previously voted upon decisions.
4. Major issues will be brought before the entire membership for final decision; minor issues or emergency issues will be decided by the Executive Committee. The President shall decide the degree of importance of any issue. The Executive Committee may advise him in this decision.
5. Any problems not specifically covered by these governing rules shall be decided by the President with Robert's Rules of Order as chief reference.

## **Article VIII - Amendments**

**Section I - Amendments** This Constitution may be amended by a majority vote of the membership present at a regular meeting of the Association provided that proper notification of said vote has been made to the active membership at least two weeks in advance and that provisions are made for absentee ballots. The absentee ballots must be in the hands of the President at the time of the vote and they will be considered as "members present" when deciding quorums and total members are present at meetings.

## BY-LAWS

### Article I - Duties of Officers

**Section I - President** The President shall preside at all meetings and shall be responsible for the general administration of the Chief Executive Office of the Association. Some of his specific duties are as follows:

1. Decide on dates and places of Executive Committee and Regular meetings and make the necessary arrangements including proper notification.
2. Keep an accurate reference file of minutes of previous meetings.
3. Ask the membership for goals and objectives for each school year.
4. Appoint Festival Chairmen, establish dates, notify the membership, and insure the success of these activities by active involvement as advisor, consultant, and co-planner and otherwise coordinate and be responsible for the CCMTA Calendar of Activities throughout the school year.
5. Contact the NYSSMA Zone I Representative at the beginning of each school year for the following items:
  - a. Relay the CCMTA's recommendations for Area All-State sites, Festival sites, and Solo Contest dates.
  - b. Relay the CCMTA's recommendations for nominations to the NYSSMA Judge's List.
6. Represent the membership in contacts with the State Education Department, the Cattaraugus County Principal's Association, the Cattaraugus County Superintendent of Schools, NYSSMA, and any other necessary acts of representation.
7. Inform the membership, periodically, by way of a newsletter, the current state of affairs of the organization.
8. Inform the membership of an amendment vote and provide for absentee ballots and have said absentee ballots in hand at the time of the vote.
9. Decide the degree of importance of an issue and deal with it according to procedures established in Article VIII, Section I, of this Constitution.
10. Verify that nominees at elections agree to serve if elected.
11. Execute and enforce this Constitution.

**Section II - Vice-President** The Vice-President shall assume the duties of the President in case of disability or absence of the President. He shall also have two main responsibilities, as follows:

1. The general supervision and overall responsibility for the successful operation of the "All-County Festivals" (Elementary-Junior High, and Senior High). It is expected that he will work closely with the host chairman of each event in setting up and delegating areas of responsibility as outlined in the "All-County Festival Guideline."

2. He shall have supervision of and overall responsibility for the "Guidelines" as they exist for all of our County Festival operations. (Elementary-Junior High, and Senior High Festivals; Solo Contests; Stage Band Festival; Scholarship Competition; etc.) It is expected that "Guidelines" for all operations will be updated when needed through the initiative of the Vice President in cooperation with and approval of the Elementary-Junior High, and Senior High and that these updated Guidelines be made available to host chairmen and followed under the supervision of the Vice-President.

**Section III - Secretary** The Secretary shall keep a record of all business transacted at meetings and shall handle all necessary correspondence for this association. Some of the specific duties are as follows:

1. Mail brief forms of approved Executive Committee minutes and General Meeting minutes to the members, including the county school administrators and the Zone I NYSSMA representative.

2. Keep an accurate file of all CCMTA minutes and guidelines.

3. File a copy of all programs printed for CCMTA Festivals and events.

4. Keep an up to date list of conductors used at CCMTA Festivals.

5. Compile and distribute to members a directory of CCMTA membership at the beginning of each school year.

**Section IV - Treasurer** The Treasurer shall receive, record, and properly disburse monies generated by the CCMTA. The Treasurer shall be bonded and shall have the books audited by a qualified person at the close of each school year. Some of the specific duties are as follows:

1. Collect school dues at the beginning of each school year and Festival registration fees before the date of the Festival.

2. Keep accurate record of fees received and bill those persons and schools who have not paid the required fees.
3. Pay all bills concerning CCMTA business.
4. Keep itemized listing of expenses for each Festival.
5. Check financial statements from the Festival Chairmen and submit them to the Executive Committee.

## **Article II - Duties of Executive Committee**

**Section I - Duties** The Executive Committee shall have full control of the affairs of the Association and shall operate as though it were the entire membership, keeping in mind that it must function as a true representation of the wishes of the majority. Some specific duties are as follows:

1. Listen to reports of progress concerning CCMTA projects, discuss these reports, or other new ideas, and take appropriate action.
2. Assist the President in the operation of the affairs of this organization by accepting responsibilities assigned by the President such as, chairing special committees, giving reports, and communicating with the membership.
3. Approve or disapprove, any expenditure or investment of funds not provided within the budget.
4. Act as a nominating committee at election time.

**Section II - Nomination** The Executive Committee shall serve as the Nomination Committee for all elections held by the Association.

**Section III - Control of Funds** The Executive Committee shall approve or disapprove any expenditure or investment of funds not provided within the budget.

## **Article III - Guidelines to the Operation of Yearly CCMTA Activities**

**Section I - Description** Guidelines are documents outlining the operation of yearly CCMTA activities. They are outlines step by step procedures for the operation of CCMTA activities that Chairmen are expected to follow. Their purpose is to maintain consistency of operation in CCMTA activities from year to year. They are the final authority concerning the operation of said activities.

**Section II - Responsibility for Care and Updating** Guidelines are the responsibility of the Vice-President as described in Article I, Section II, of the By-Laws of this Constitution. The Vice-President shall make the appropriate guidelines available to each activity chairman. He shall explain them to the chairman, help the chairman execute them, and collect them at the conclusion of the activity. These guidelines are to be updated yearly by the Executive Committee through the initiation of the Vice-President and with the cooperation and insight of the previous activity chairman.

#### **Article IV - Amendments**

**Section I - Amendments** These by-laws may be amended by a majority vote of the membership present at a regular meeting of the Association, provided that proper notification of said vote has been made to the active membership at least two weeks in advance and that provisions are made for absentee ballots. The absentee ballots must be in the hand of the President at the time of the vote and they will be considered as "members present" when deciding quorums and total members present at meetings.