

**THE BYLAWS**  
*of the*  
**NEW HAMPSHIRE MUSIC TEACHER ASSOCIATION**  
**(Incorporated March 26, 1976)**  
**Revised June 2011**

**ARTICLE I. MEMBERSHIP**

Section 1. Membership Classifications

The following membership classes are open to those who meet the respective qualifications and pay the annual dues.

- a. Active Membership shall be open to all individuals residing in the U.S. or its territories who are professionally engaged in any field of music activity and who are also members of MTNA. 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.
- b. Collegiate Membership shall be open to all college students currently involved in music study, who are also members of MTNA and NHMTA. Collegiate members shall be entitled to the same privileges as Active members, but shall not have the right to vote, hold office, or enter students in MTNA or NHMTA competitions.
- c. Retired Membership is open to those who have been Active members for at least 20 continuous years, who have reached the age of 65, and who have essentially retired from teaching. A member must send written notice to the MTNA Executive Director for this class of membership to be activated. Retired members are entitled to discounted dues and may vote, but cannot hold elective office at division or national levels or enter students in MTNA competitions as a Retired Member.

Section 2. Termination of Membership

Membership in the Association may be terminated by the member or revoked as prescribed in the MTNA Bylaws.

**ARTICLE II. FISCAL YEAR**

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

### **ARTICLE III. 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 Collegiate Membership year will 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.

### **ARTICLE IV. ELECTION OF OFFICERS**

Section 1. A Nominating Committee shall be elected in even-numbered years to nominate NHMTA officers. The committee shall consist of the Immediate Past President and three (3) Active members of the Association. These three members shall be elected by the NHMTA Board. Each shall have given his or her consent. The President-Elect may serve as an *ex officio* member. The committee shall elect its own chair. If a vacancy occurs on the Nominating Committee, the replacement members shall be the prospective committee members having the next highest number of votes in the balloting for Nominating Committee members.

The Nominating committee shall prepare a slate of not more than two (2) candidates for each office. This slate shall appear in an issue of the official Association publication or electronically at least thirty (30) days prior to balloting.

Section 2. The Active members of NHMTA shall elect, by majority vote, the officers of the Association in the odd-numbered years. Nominations, in addition to the slate, can be submitted in writing thirty (30) days prior to balloting. The nominee's consent must be given in writing. Election by the members must be by secret ballot.

Election of officers may take place via a mail ballot of the general membership. The ballot must be submitted to the members 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.

- 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, for 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 hold the same office for more than two (2) consecutive terms.
- Section 5. The term of office, except for the Treasurer, corresponds to the fiscal year, July 1 through June 30. The term of the office of Treasurer shall be from August 1 through July 31 two years later.
- Section 6. No officer may hold an elected national, division or state office concurrently except the Immediate Past President.
- Section 7. A vacancy in any office, except that of the President, shall be filled by the President in consultation with the Executive Committee, and be subject to the approval of the NHMTA Board. A President-Elect selected in this manner cannot assume the office of President without being elected to that office.
- Section 8. An official quorum of the Executive Board shall be met when half of the elected and appointed officers are present to include members that are present by telephone or other electronic media. All members attending other than in person must vote in a manner clear to the rest of the Board members present.

## **ARTICLE V. DUTIES OF NHMTA OFFICERS**

- Section 1. The President shall be the principle elective officer of the Association and shall preside at meetings of the Association, the Executive Committee and the NHMTA Board. He or she shall appoint all standing committees except the Nominating Committee, appoint special committees as needed, and appoint all chairpersons. The President shall serve as a member *ex officio* of all committees except the Nominating Committee. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Section 2 The President-Elect shall assume all duties of the President in the absence of that officer, and shall serve as liaison to the local associations and student chapters. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Section 3. The Vice-President for Programs shall assume all duties of the President and the President-Elect in the absence of those officers, shall develop and organize programs for meetings in consultation with the NHMTA Board, and perform such other duties applicable to the office as prescribed by the Parliamentary authority adopted by the Association.
- Section 4 The Vice-President for Membership shall preside in the absence of the President, President-Elect and the Vice-President for Programs, shall be responsible for contacting and welcoming prospective members, shall distribute membership information, and shall perform such other duties applicable to the office as prescribed by the Parliamentary authority adopted by the Association.

Section 5. The Vice-President for Competitions shall oversee all NHMTA competitive activities: the Granite State Competition, the MTNA Junior Performance Competitions, the MTNA A Senior Performance Competitions, the MTNA Young Artist Performance Competitions, the MTNA Chamber Music Performance Competitions, the MTNA Student Composition Competitions, and any other competitive activities undertaken by NHMTA. He or she shall assist the President in selecting chairpersons for the above-mentioned competitions, and shall perform such other duties applicable to the office as prescribed by the Parliamentary authority adopted by the Association.

Section 6. The Treasurer shall be responsible for overseeing, in cooperation with the President, all financial affairs of the Association. He or she shall be in charge of receiving and disbursing of funds, recording of and reporting on the finances of the organization, and preparing periodic reports to the NHMTA Board. The Treasurer shall also be responsible for maintaining separate accounts for the NHMTA Scholarship and Student Travel funds. He or she shall prepare a year-end annual report for the Board and General Membership, and shall perform such other duties applicable to the office as prescribed by the Parliamentary authority adopted by the Association.

Section 7. The Secretary shall be responsible for the safekeeping of the records of the Association, shall record the minutes of all meetings of the Executive Committee, the NHMTA Board, and the General Membership, and shall distribute copies of the minutes in legal form to all members of the Executive Committee and the NHMTA Board. He or she shall perform such other duties applicable to the office as prescribed by the Parliamentary authority adopted by the Association.

## **ARTICLE VI. AFFILIATED LOCAL ASSOCIATIONS AND COLLEGE CHAPTERS**

Section 1. Any city, town or district music teachers' association may petition to the Executive Committee for affiliation in NHMTA by providing evidence that the following requirements have been fulfilled:

- a. Two (2) copies of the Local Association governing document(s) e.g. Constitution, Bylaws, Articles of Incorporation) must be filed with the President and be consistent with those of NHMTA.
- b. Its fiscal and membership year must coincide with that of MTNA and NHMTA.

Section 2. Any college or university student music association may petition to the Executive Committee for affiliation in NHMTA by providing evidence that the following requirements have been fulfilled:

- a. Two (2) copies of the student organization's governing document(s) (e.g. Constitution, Bylaws, Articles of Incorporation) must be filed with the President and be consistent with those of NHMTA.
- b. Its fiscal and membership year must coincide with the MTNA and NHMTA guidelines.

Section 3. Upon determining that a petitioning local music teachers association has fulfilled the requirements of Section one (1) of this Article, NHMTA shall approve the respective petition. Upon determining that a petitioning collegiate association has fulfilled the requirements of Section two (2) of this Article, NHMTA shall approve the respective petition.

Section 4. In referring to its affiliation, each Local Association or College Chapter shall use the phrase "Affiliated with the Music Teachers National Association". This specified phrase shall be included in the constitution/bylaws of all local affiliated associations, college chapters, and in all publications and programs.

Section 5. It guarantees on the basis of submitted rosters that one hundred percent (100%) of its student members, who meet the requirements of MTNA Collegiate Membership, are members in good standing of MTNA and NHMTA.

Section 6. Annual renewal of a Local Association or College Chapter shall be made without reconsideration by NHMTA provided:

- a. The affiliate has not formally notified NHMTA that it wishes to discontinue affiliation.
- b. All changes in the Constitution and Bylaws of the affiliated Local Association or College Chapter must be filed with NHMTA, be consistent with the Constitution and Bylaws of NHMTA, and be approved by NHMTA.
- c. All provisions of Sections one (1) and five (5) of this article continue to be fulfilled.

## **ARTICLE VII. AMENDMENTS**

Section 1. These Bylaws may be amended upon the recommendation of the Executive Committee at any meeting of the NHMTA Board by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the NHMTA 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 NHMTA Board. The ballot and proposed amendment(s) must be submitted to the NHMTA 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.