



Local Associations Handbook

What is an MTNA Local Association?

MTNA local associations link you to a network of 22,000 music teachers nationwide. Each local association is an organization formed within an MTNA-affiliated state association by a group of active MTNA members interested in advancing music knowledge and education. Typically formed by teachers in a common geographic area, local associations provide members with a direct connection to state and national representatives capable of assisting with local matters and a variety of MTNA programs and services designed to meet the needs of music teachers and their students.

The MTNA mission is to advance the value of music study and music making to society and to support the professionalism of independent and collegiate studio music teachers. Local associations are an important way MTNA can provide information and support for music teachers across the country. Each local association links its members to the state and national levels of MTNA. Join us and find information, benefits and services to increase your knowledge and abilities in all aspects of your music-teaching career.

How Do MTNA Local Associations Furnish Opportunity?

- Local associations **represent** the interests of professional music teachers in specific geographical areas.
- Local associations **provide** expanded avenues for professional and personal growth, including the development of teaching, communication and leadership skills through MTNA local association grants.
- Local associations **sponsor** performance opportunities which stimulate music students to accomplish and achieve.
- Local associations **assist** with providing direction to members in an independent studio, multi-staff studio, college, university or conservatory.
- Local associations **work** within the community to support and promote the awareness of the value of music education for all individuals.

Organizing a New MTNA Local Association

- A leader is selected for the geographical area of the desired local association. The leader may be selected by the state president, state local associations chair or those interested in forming the local association.
- A meeting is planned and arranged by the local leader. Music teachers from the area are invited to attend. A list of teachers may be obtained from local music merchants. If possible, the state president or the state local associations chair should attend the organizational meeting, and a representative from the state executive board should attend a subsequent meeting. The organizational meeting includes:
 - Stating the purpose of the meeting.
 - Open discussion.
 - Distributing MTNA membership applications to nonmembers.

- Checking the membership list for the new local association to guarantee that only state and national members are included.
- Electing officers. If the election is to be held at a later date, the local leader may invite those present to submit, in writing, the names of qualified individuals for the various offices.
- Local association officers may include only a president and a secretary/treasurer or a set of officers, including, but not limited to: president, president-elect, vice president for membership, vice president for programs, recording and corresponding secretaries and treasurer.
- Immediately following the election of officers, the executive board should appoint a committee to draft Bylaws to be adopted by the members. After bylaws have been adopted locally, the documents must be submitted to the state MTA executive board for ratification. The local association bylaws must be drafted in accordance with those of the state MTA and MTNA. The local association membership requirements must be in agreement with the state and national membership requirements.

Suggested Form of Bylaws for MTNA Local Associations

**To become an affiliate local association, the organization must adopt bylaws, which must be ratified by the state MTA executive board.*

MODEL BYLAWS FOR MTNA LOCAL ASSOCIATIONS

**BYLAWS OF THE
(NAME) ASSOCIATION
of the
(STATE) MUSIC TEACHERS ASSOCIATION
Affiliated with
MUSIC TEACHERS NATIONAL ASSOCIATION**

(If local association is a 501(c)(3) organization under the Internal Revenue Service Code, follow Article I and II below)

ARTICLE I—NAME

The name of this organization shall be the (name) Local Association, referred to as _____ MTA affiliated with (state) MTA and with Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II—PURPOSE

Section 1. The purpose of the Association is the advancement of musical knowledge and education. Activities of the Association are aimed at the promotion of the art of music and the advancement of musical educational activities and the appreciation of music among the people of the community.

Section 2. No part of the net earnings of the organization shall inure to the benefit of any individual. 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 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 by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue 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 the Music Teachers National Association or another nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code.

(If local association is not a 501(c)(3) organization, then follow Articles I and II below)

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ARTICLE III—MEMBERSHIP

Section 1. Membership classifications in this Association shall be: Active, Retired, Student, and Patron. All members of this Association (except patrons) shall hold membership in the (state) Music Teachers Association and the MTNA.

- A. Active membership is open to all persons professionally engaged in any field of musical activity who are members of an affiliated state association and MTNA. Such membership provides the privileges of voting, holding office, and participating in the activities of the Association.
- B. Retired Membership is open to those who have been active members for at least 20 continuous years, are age 65 or greater and are 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 may vote, but cannot hold elective office at the division or national levels or enter students in MTNA competitions. A retired member must also be a member of a state affiliated association.
- C. Student membership is open to any student of music subject to membership regulations of the affiliated state association and MTNA. Students members may attend all meetings of the Association, but do not have the right to vote or hold office.

(Associations may want to have special membership categories that only apply to the local association such as Patron Membership—see the following example)

- D. Patron membership (some organizations prefer to use a different designation for this type of membership category) shall be individuals, organizations, institutions, or business firms wishing to support the association and its activities. They shall not have the right to vote, hold office, or enter students in activities. Dues are paid to the local association.

Section 2. Annual dues will be established by the Executive Board and approved by the members. Dues are delinquent June 30 for active members, September 30 for collegiate members, after which time members are not in good standing or entitled to any of the privileges of membership until dues are paid for the current membership year.

Section 3. The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30 for active members; the collegiate membership year begins October 1 and ends September 30.

ARTICLE IV—OFFICERS

Section 1. The officers of the Association shall be: President, President-Elect, Vice President, Secretary, and Treasurer. (or such officers necessary for the effective operation of the Association).

- A. The President shall preside at all meetings of the Association, and the Executive Board, shall appoint all standing and special committees with the

approval of the Executive Board, and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. He or she shall serve as an ex officio member of all committees except the Nominating Committee.

- B. The President-elect shall assume all duties of the President in the absence of that officer and shall perform such other duties as may be designated by the President and/or Executive Board or prescribed by the parliamentary authority of the association.
- C. The Vice President shall preside in the absence of the President and President-elect, and shall coordinate such activities and perform such duties as may be designated by the President and/or Executive Board or prescribed by the parliamentary authority of the association.
- D. The Secretary shall keep the minutes of all meetings of the Association and the Board of Directors, and shall perform such other duties as may be assigned by the President or prescribed by the parliamentary authority of the association.
- E. The Treasurer shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, shall prepare an annual budget, and shall present reports to the Association as requested and shall perform such other duties as may be designated by the President or prescribed by the parliamentary authority of the association.

Section 2. Each officer shall be elected for a (one or two) year term of office and shall serve until his or her successor assumes office. The term of office shall begin at the end of the last meeting within the fiscal year, and end upon the installation of the next officer. No member shall be eligible to serve more than two consecutive terms in the same office, except the office of treasurer.

ARTICLE V—ELECTION OF OFFICERS

Section 1. A nominating Committee of three members shall be elected by the members or Executive Board, or appointed by the president at the last meeting of each fiscal year to serve for the ensuing year. The nominating committee shall announce a slate of one candidate for each office at the meeting preceding the annual meeting. Before the election of officers at the annual meeting, additional nominations from the floor shall be permitted.

Section 2. Officers shall be elected by ballot, except in the event of only one nominee for an office in which case the presiding officer may declare the nominee elected by acclamation.

Section 3. A vacancy in any office, except that of President, shall be filled for the unexpired term by presidential appointment and approval by the Executive Board. A President-elect, appointed in this manner, cannot assume the office of President unless elected to the office in the same manner as the other officers.

Section 4. Any officer shall cease to hold office upon termination of membership, or may be removed from office by two-thirds vote of the members present and voting at a regularly scheduled meeting. Such action may be taken when it appears evident that an officer has been or is unable to serve or is otherwise unqualified.

ARTICLE VI—EXECUTIVE BOARD

Section 1. The officers of the Association and the Immediate Past President shall constitute the Executive Board of the Association. (*Committee chairs may be added.*)

Section 2. The Executive Board shall have general supervision of the affairs of the association between its business meetings, fix the hour and place of meetings, make recommendations to the association, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the association, and none of its acts shall conflict with action taken by the association.

Section 3. Meetings of the Executive Board shall be held as needed, or at the request of a majority of the Board.

Section 3. Minutes of the Executive Board meeting shall be read at the next regular meeting of the Association.

Section 4. Action taken by unanimous written consent of the Executive Board members via mail, or electronic transmission, shall be a valid action of the Board. Such actions of the Board shall be preserved and reported in the minutes.

ARTICLE VII—COMMITTEES

Section 1. Standing Committees shall be appointed by the President with the approval of the Executive Board and/or members to facilitate and accomplish the work of the association. (*Committees such as Finance and Program Committees are standing committees and should be described in the Bylaws.*)

Section 2. Other committees, such as task forces or special committees, may be appointed by the President with the approval of the Executive Board and/or members to facilitate and accomplish the work of the association.

Section 3. The President shall be an ex officio member of all committees, except the Nominating Committee.

ARTICLE VIII—MEETINGS

Section 1. Regular meetings of the association will be held at such time and place as are decided upon by the Executive Board of the Association, but they shall be guided by the wishes of the membership.

Section 2. Annual meeting of the association will be held at the regular meeting designated as the annual meeting by the Executive Board. The election of officers, annual reports of officers and committees, and any other business that may arise will take place at this meeting.

Section 2. Special meetings may be called by the President or by the Executive Board or upon the written request of one quarter of the members. The purpose of the meeting shall be stated in the call.

Section 3. One quarter of the members shall constitute a quorum for the transaction of business.

ARTICLE IX—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the association may adopt, or a higher-level rule, i.e. the state or national association.

ARTICLE X—AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. All amendments must be consistent with Article II of the Bylaws and a copy of same must be sent to the MTNA National Office.

NOTE: Other provisions consistent with the State and National Association Bylaws may be added as needed.

MTNA Affiliate Services

General Liability Insurance—MTNA is pleased to offer general liability insurance coverage for every MTNA-affiliated state and local association. Every state and local association is covered under this policy for an unlimited number of events at no cost to any individual association. MTNA has agreed to pay the cost of this premium.

ASCAP Music Licensing—In 1997, MTNA entered into a blanket licensing agreement with the American Society of Composers, Authors, and Publishers (ASCAP). This agreement covers the licensing fees of all public performances of copyrighted music at all MTNA-related events—local, state, division and national. (The agreement does not cover individual members, public recitals or programs.)

To comply with this agreement, state and local affiliates must send two copies of any association-sponsored event program during which copyrighted music is performed to MTNA by June 30 of each year. This is done to ensure ASCAP composers are properly credited for the performance. No attendance figures are required from the states. MTNA then submits a report, the licensing fee and the program to ASCAP.

501(c)(3)

MTNA has been authorized by the Internal Revenue Service to maintain a group exemption roster for its affiliate organizations. This means that MTNA affiliates may become tax exempt under Code Section 501(c)(3) without filing an application for same with the IRS. Local organizations may do this simply by making certain that their bylaws comply with Code Section 501(c)(3) requirements and authorizing the National organization to include them on MTNA's "group exemption roster." This can be a definite advantage to your organization. Under 501(c)(3) status your organization will be able to:

1. Accept charitable contributions that will be tax deductible to the contributor
2. Claim exemption from state sales tax
3. Receive preferred rates on bulk mailings.

For more information, please refer to the website at www.mtna.org or call MTNA national headquarters at (513) 421-1420.

Suggested Responsibilities of Local Association Presidents

- Plans and presides at all local association business meetings.
- Supervises all program planning and projects of the local association.
- Appoints appropriate committees and chairs to accomplish the work and activities of the local association.
- Oversees financial integrity of the local association, including the filing of required IRS forms each year.
- Submits regular reports of all activities, list of officers and any other requested information to the state local association chair.
- Sends copies of newsletters and other mailings to the state local associations chair.
- Attends required state association meetings, the state conference/convention and the national conference.
- Invites the state local association chair and the state president to visit a local association meeting or a special event each year.

- Is thoroughly acquainted with the goals of the local association, state organization and MTNA.
- Studies the constitution and bylaws to ascertain the local association is operating within the requirements of the state and national association.
- Responds promptly to all inquiries from local association members and the state and national local association chairs.
- Informs local association members of all state and national communications.
- Carries out all responsibilities of the particular local association president's job description, as well as those designated by the state constitution, bylaws and standing rules.

Responsibilities of State Chair to Local Associations

- Provides necessary networking between the national local association chair and all local association presidents within the state.
- E-mails correspondence from national headquarters to all members.
- Assures that the national headquarters and the state local associations chair are included in the state and local association mailing lists in order to receive newsletters and other correspondence.
- Establishes close communication with local association president.
- Provides assistance to local presidents whenever needed.
- Schedules annual visits to local association meetings.
- Meets with the local association presidents during the state conference/convention.
- Answers all communications promptly.
- Keeps files up to date.
- Attends state conferences/conventions and national conferences.
- Encourages the affiliation of new local associations within the state.
- Carries out all responsibilities of the state local association chair as designated by the individual state constitution, bylaws and standing rules.

Suggested Programming/Activities for Local Associations

- A number of regularly scheduled meetings should take place during the fiscal year. The frequency of the meetings, the issues discussed and the programs presented are planned according to the needs of the membership in each local association.
- Publications, such as a local newsletter, keep local association members informed about association business. Items that may be included in the newsletter are music articles, news columns, reviews, announcements and news items supplied by national headquarters.
- Directories, including the program schedule for the fiscal year, encourage member participation and also may be used for publicity purposes.

- Membership drives provide for the continued growth of the association and the recognition of the organization and its purposes.
- Services, such as a teacher referral service, are beneficial to the membership and to the community.
- Other programs include:
 - Workshops.
 - Seminars.
 - Lectures.
 - Performances.
 - Demonstrations.
 - Study courses.
 - Music and book reviews—some association discuss articles published in *American Music Teacher* and other periodicals.
 - Music appreciation classes.
 - Presentation by collegiate members.
 - Leadership conferences.
 - Fundraising activities.
 - Guest speakers—lawyer (liability), accountants (income tax), doctors (performance-related health problems), music merchants, newspaper reporters or others.
 - Panels presenting, discussing and offering solutions to problems and other items of interest.
- Student programs include:
 - Auditions.
 - Competitions.
 - Recitals.
 - Ensemble classes.
 - Multi-piano concerts.
 - Music camps.
 - Music festivals.
 - Scholarships.
 - Composition contests.
 - Collegiate chapters.
- Reception themes include:
 - Welcoming new members and meeting prospective members.
 - Recognizing outstanding leaders and members in the community or in the association.
 - Promoting social interchange among members.
 - Honoring featured clinicians or performers.
 - Introducing private and public school music teachers and college faculty members to the association members and vice versa.
- Membership advantages in local and state affiliates and national association
- Leadership development.
- Nationally Certified Teacher of Music promotion.

- Campaigns stressing the purpose, goals and programs of the affiliated local associations.

Additional possibilities may be obtained from MTNA publications such as American Music Teacher; by attending state conventions and national conferences; and by contacting other local, state and national representatives.

For more information on establishing an MTNA local association, contact MTNA national headquarters at:

Music Teachers National Association
1 W. 4th St., Ste. 1550
Cincinnati, OH 45202
(513) 421-1420
mtnanet@mtna.org
www.mtna.org