CONSTITUTION AND BYLAWS
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION

The following revision of the CONSTITUTION and BYLAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted at the Annual State Convention, Tempe, Arizona, October 19, 1975.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY

Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and, in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This organization is not organized for profit and no part of the net earnings of this organization shall ever inure to the benefit of any private member or individual. In the event of the dissolution of the organization, any funds remaining in the treasury, after the payments of any outstanding debts, shall be contributed to the Music Teachers National Association Scholarship Foundation.

ARTICLE III - PURPOSE

Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster many musical activities in the state as a contribution to the culture of the state.

Section 2. It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP

Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the Bylaws of the Association.

ARTICLE V - OFFICERS

Section 1. The officers of the Arizona State Music Teachers Association are a President, a Vice President, the Immediate Past President, the Recording Secretary, the Treasurer, President of the Central District, President of the Eastern District, President of the Northern District, President of the Southern District, President of the Western District and the Archivist.

Section 2. The method of nomination and election and the authority and duties of each officer are defined in the Bylaws of the Association.

Section 3. All officers are elected for a term of two years.

Section 4. No person is QUALIFIED to be elected or appointed as an officer of this organization unless he or she is a member in good standing.
ARTICLE VI - BOARD OF DIRECTORS

Section 1.

A. MEMBERSHIP includes the President, the Vice President, the Immediate Past President, the five District Presidents, the Treasurer, the Recording Secretary, the Archivist and the Chairperson of the Accreditation Board.

The President may invite the Musigram Editor and the Parliamentarian, and chairpersons such as those of the Collegiate Student Auditions, High School Student Auditions, Student Composition Competition, Baldwin Junior Keyboard Award Competition, Student Chapters, Independent Music Teacher Forum, Scholarship Foundation and Publicity to serve as Members of the Board, ex-officio, without vote.

B. The President of the Arizona Music Educators Association, or his delegated representative, is permitted to become a Board Member of ASMTA provided this liaison officer is a member in good standing in both organizations.

Section 2. VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the unexpired term is held at the next state convention business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3. The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day-to-day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and Bylaws. It also has the power to determine the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4. The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5. The Board of Directors meet annually at the Convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting Members of the Board.

Section 6. Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

ARTICLE VII - ASSOCIATION MEETINGS

Business meetings of the Association are held each year as a part of the annual convention.

ARTICLE VIII - QUORUM

Two-thirds of the total membership of the voting members of the Board of Directors, of which at least three must be state officers, constitute a quorum of the Board of Directors.

ARTICLE IX - DISTRICT ORGANIZATION

Section 1. The state shall be divided into five geographical Districts: Central, Eastern, Northern, Southern and Western. The Presidents of each of these districts are members of the State Board of Directors.
ARTICLE VI - TERMS AND DUTIES OF OFFICERS

Section 1. The officers of the Arizona State Music Teachers Association shall be: a President, a Vice President, a Secretary, a Treasurer, the Immediate Past President, President of the Central District, President of the Eastern District, President of the Northern District, President of the Southern District, President of the Western District and an Archivist, all of whom shall be elected for a term of two years by the general membership at the annual meeting.

A. The President, Vice President, Secretary, President of the Central District and President of the Northern District shall take office in even years at the end of the annual convention.

B. The Treasurer, President of the Eastern District, President of the Southern District, President of the Western District and Archivist shall take office in the odd years at the end of the annual convention.

Section 2. The President presides at meetings of the Association, calls and presides at meetings of the Board of Directors, appoints all standing and special committees as needed, shall be ex-officio member of all committees except the nominating committee and performs all other duties implied by the title. The President shall publish a directory of members in good standing as of November 1 of the current year. This directory must be published as soon as possible after that date and no later than two months after that date.

Section 3. The Vice President assumes all the duties of the President in the absence of that officer. The Vice President shall also perform such other duties as the President and the Board of Directors may designate.

Section 4. The Secretary keeps the minutes of all business meetings of the Association, and of all meetings of the Board of Directors, sends copies of the minutes of the Board of Directors' meetings to the members of that Board within thirty days after the meetings and sees that those minutes and the minutes of the business meetings of the Association are in legal form and properly preserved in a permanent secretary's Minute Book. The Secretary shall also send to the President a carbon copy of all minutes, which is to be kept in a permanent President's Minute Book. The Secretary shall also carry out such other duties as are assigned by the Board of Directors.

Section 5. The Treasurer shall receive all moneys due, and shall make all disbursements upon the direction of the Board of Directors and the President. He or she shall deposit all moneys in a bank designated by the Board of Directors. The Treasurer is responsible for the maintenance of proper financial records, and for the preparation of an annual report to the Board of Directors. An auditor selected by the Board of Directors shall make an annual audit.

Section 6. The District Presidents shall plan and supervise all district meetings, projects and business. All moneys from such meetings, projects and businesses shall be deposited in a district bank account and be disbursed by the District President. All District projects shall have the approval of the Board of Directors. A prime responsibility of each District President shall be that of Membership and Publicity for the District.

Section 7. The Archivist shall collect and keep in a secure place all items of historical interest to the Association, including programs, pertinent newspaper and magazine articles, photographs and correspondence. The Archivist shall also be sure all historical items carry a dateline.

Section 8. Newly elected officers shall assume their respective offices at the close of the Annual Convention.
ARTICLE VII - ACCREDITATION

Section 1. The ASMTA Accreditation Board shall consist of nine members, appointed by the President, subject to approval of the ASMTA Board of Directors. The Accreditation Board shall name its Chairperson from the Accreditation Board membership. Each member shall serve a three year term. At the annual convention, members completing their term are retired and three appointments shall be made. One of these appointments must be from the music faculty of a College or University of the State of Arizona.

Section 2. It shall be the duty of the ASMTA Accreditation Board to conduct the State Program of Accreditation of the private music teacher, making such changes and improvements as are deemed necessary for the successful operation and continued functioning of the program.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in ROBERTS RULES OF ORDER, NEWLY REVISED, shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and Bylaws.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended by the Board of Directors at any of the Board Meetings by a majority vote of the members present and voting, the proposed amendments having been submitted by mail to the Board Membership at least one week before the prescribed deadline for voting.

Beth Hanley, Chairperson
Bertha Autenreith
Evlyn Cope
Nadine Dresskell
Mary Zua Kamp
Helene Robinson
Beatrice Searles
CONSTITUTION AND BYLAWS
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION

The following revision of the CONSTITUTION and BYLAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted at the Annual State Convention, Tucson, Arizona, November, 1982.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY
Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and, in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This association is not organized for profit and no part of the net earnings of this association shall ever inure to the benefit of any private member or individual. In the event of the dissolution of the association, any funds remaining in the treasury, after the payments of any outstanding debts, shall be contributed to the Music Teachers National Association Scholarship Foundation.

ARTICLE III - PURPOSE
Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2. It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP
Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the Bylaws of the Association.

ARTICLE V - OFFICERS
Section 1. The officers of the ASMTA are: President, First Vice President, Second Vice President, Immediate Past President, Recording Secretary, Treasurer, Archivist and Presidents of the five districts (Northern, Eastern, Southern, Western and Central).

Section 2. The method of nomination and election and the authority and duties of each officer are defined in the Bylaws of the Association.

Section 3. All officers are elected for a term of two years with the exception of district presidents who are elected in accordance with the bylaws of each district, and the Second Vice President who is elected each year, not to exceed two terms.

Section 4. No person is qualified to be elected or appointed as an officer of this organization unless he or she is a member in good standing.
ARTICLE VI - BOARD OF DIRECTORS

Section 1.

A. MEMBERSHIP includes the President, First Vice President, Second Vice President, Immediate Past President, the five District Presidents, Treasurer, Recording Secretary, Archivist and the Chairperson of the Accreditation Board.

The President may invite the Musigram Edictor and the Parliamentarian, and chairpersons such as those of the Collegiate and High School Auditions, Composition and Baldwin Junior Keyboard Competitions, Student Chapters, Independent Music Teacher Forum, Scholarship Foundation and Publicity to serve as Members of the Board, ex-officio, without vote.

B. The President of the Arizona Music Educators Association, or his delegated representative, is permitted to become a Board Member of ASMTA provided this liaison officer is a member in good standing in both organizations.

Section 2. VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the unexpired term is held at the next state convention business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3. The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day-to-day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and Bylaws. It also has the power to determine the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4. The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5. The Board of Directors meets annually at the Convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting Members of the Board.

Section 6. Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

ARTICLE VII - ASSOCIATION MEETINGS

Business meetings of the Association are held each year as a part of the annual convention.

ARTICLE VIII - QUORUM

Two-thirds of the total membership of the voting members of the Board of Directors, of which at least three must be state officers, constitute a quorum of the Board of Directors.
ARTICLE IX - DISTRICT ORGANIZATION

Section 1. The state shall be divided into five geographical Districts: Central, Northern, Eastern, Southern and Western. The presidents of each of these districts are members of the State Board of Directors.

Section 2. A group of teachers in outlying towns of a District may form a local association within that District for the purpose of local meetings, recitals, etc., which are more convenient to them and their students. All the members of this local association must be members of both ASMTA and MTNA; and they and the local association remain a part of the District Organization in which they reside.

ARTICLE X - AMENDMENTS

This Constitution may be amended upon the recommendation of the Board of Directors at the annual business meeting by a two-thirds vote of the Active Membership present and voting, or, by mail ballot by a two-thirds vote of Active Members voting within the prescribed time limit for returning ballots. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.

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 upon the payment of the registration fee, holding office, voting and receiving a subscription to the American Music Teacher. An active Husband-Wife Dual Membership receives one subscription to the American Music Teacher, but each has the privileges of active individual membership.

Section 2. ASSOCIATE MEMBERSHIP is open to all persons not professionally engaged in any field of musical activity, but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of the registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office.

Section 3. STUDENT MEMBERSHIP is open to any qualified music student subject to membership regulations. Such membership provides admission to all programs of the Association upon payment of the registration fee and a subscription to the American Music Teacher, but does not include the right to vote, to hold office, to enter students in auditions and recitals or to apply for certification. 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. The age limit is through twenty-six years of age.

Section 4. HONORARY LIFE MEMBERSHIP is conferred by the Board of Directors upon individuals who have given distinguished service to ASMTA or to the art of music. An Honorary Life Member pays no state dues but is not a national member unless he or she pays national dues. Honorary Life Members will receive the American Music Teacher if he or she pays national dues or may receive it by paying the subscription price.
Section 5. PATRON MEMBERSHIP is open to any individual, organization, institution or business firm for one year which contributes $500.00 or more to current funds or for special projects. It does not include membership in MTNA nor a subscription to the American Music Teacher, nor the right to vote or hold office or enter students in auditions and recitals.

ARTICLE II - MEMBERSHIP YEAR

The membership year is the same as the fiscal year: July 1 to June 30.

ARTICLE III - DUES

Section 1. Annual dues, district, state and national, shall be due and payable by July 1 of each year. The Board of Directors shall determine the amount of the state dues for Active, Associate and Student Members over and above National Membership Dues, which are determined by the Music Teachers National Association. Each district may assess its members by a vote of the district board.

Section 2. Delinquent dues.

A. Members who have not paid the dues for the current fiscal year are delinquent until such dues are paid, and are not entitled to the privileges of membership.

ARTICLE IV - CONVENTION

The official convention of the ASMTA shall be held annually. The time and place shall be determined by the Board of Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1. The nominating committee shall consist of three members, one of whom shall be the Immediate Past President and chairman of the committee. The other two members shall be elected at the convention. Nominations for these two members shall be made by the current Nominating Committee and voted upon at the convention business meeting.

Section 2. The term of office for the members of the Nominating Committee shall be two years.

Section 3. Nominations for officers may be sent to the Nominating Committee by any voting member in good standing.

Section 4. The report of the Nominating Committee including its slate of nominees for state offices and members of the succeeding Nominating Committee shall be mailed to every voting member of the Association one month before the annual convention. It shall be presented at the convention business meeting. Immediately thereafter nominations may be made from the floor, provided the consent of the nominee shall have been secured and the person nominated is an Active Member in good standing.

Section 5. A majority vote of those present, qualified to vote and voting, shall constitute an election. Should there be but one nominee for each office, the Secretary may be instructed to cast the ballot for the nominee.
ARTICLE VI - TERMS AND DUTIES OF OFFICERS

Section 1. The officers of the ASMTA shall be: President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Immediate Past President, Presidents of the five districts (Northern, Eastern, Southern, Western and Central) and Archivist.

A. The President, First Vice President and Secretary shall take office in even years at the close of the annual convention.

B. The Treasurer and Archivist shall take office in the odd years at the close of the annual convention.

C. The Second Vice President shall be elected each year and take office at the close of the annual convention.

Section 2. The President presides at meetings of the Association, calls and presides at meetings of the Board of Directors, appoints all standing and special committees as needed, shall be ex-officio member of all committees except the nominating committee and perform all other duties implied by the title. The President shall place a copy of the minutes of all business meetings in the President's Minute Book. The President and the Membership Chairman shall publish a directory of members in good standing as of July 1. This directory must be published as soon as possible after that date and no later than two months after that date.

Section 3. The First Vice President assumes all the duties of the President in the absence of that officer. The First Vice President shall serve as coordinator for all state level auditions. The First Vice President shall also perform such other duties as the President and the Board of Directors may designate.

Section 4. The Second Vice President shall serve as coordinator for the Annual Convention Committee. This committee shall consist of the President, First Vice President and other members appointed or otherwise working on the project.

Section 5. The Immediate Past President shall serve as chairman of the Nominating Committee.

Section 6. The Recording Secretary keeps the minutes of all business meetings of the Association, and of all meetings of the Board of Directors; sends copies of the minutes of the Board of Directors' meetings to the members of that Board within thirty days after the meetings and sees that those minutes and the minutes of the business meetings of the Association are in legal form and properly preserved in a permanent Secretary's Minute Book. The Secretary shall also send the President a copy of all minutes, which is to be kept in a permanent President's Minute Book. The Secretary shall also carry out such other duties as are assigned by the Board of Directors.

Section 7. The Treasurer shall receive all monies due, and shall make all disbursements upon the direction of the Board of Directors and the President. He or she shall deposit all monies in a bank designated by the Board of Directors. The Treasurer is responsible for the maintenance of proper financial records, and for the preparation of an annual report to the Board of Directors. An auditor selected by the Board of Directors shall make an annual audit at the close of the fiscal year.
Section 8. The District Presidents shall plan and supervise all district meetings, projects and business. All monies from such meetings, projects and businesses shall be deposited in a district bank account and be disbursed by the District President. A prime responsibility of each District President shall be that of Membership and Publicity for the District.

Section 9. The Archivist shall collect and keep in a secure place all items of historical interest to the Association, including programs, pertinent newspaper and magazine articles, photographs and correspondence. The Archivist shall also be sure all historical items carry a dateline.

Section 10. Newly elected officers shall assume their respective offices at the close of the Annual Convention.

ARTICLE VII - ACCREDITATION

Section 1. The ASMTA Accreditation Board shall consist of twelve members, appointed by the President, subject to approval of the ASMTA Board of Directors. The Accreditation Board shall name its chairperson from the Accreditation Board membership. Each member shall serve a three year term. At the annual convention, members completing their term are retired and the four new members become active. One of these appointments must be from the music faculty of a College or University of the State of Arizona.

Section 2. When a performance area is added to the Arizona Study Program, a state chairman for that area shall be appointed and become a member of the Accreditation Board serving the usual three year term.

Section 3. It shall be the duty of the ASMTA Accreditation Board to conduct the State Program of Accreditation of the private music teacher, making such changes and improvements as are deemed necessary for the successful operation and continued functioning of the program.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised, shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and Bylaws.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended by the Board of Directors at any of the Board Meetings by a majority vote of the members present and voting, the proposed amendments having been submitted by mail to the Board Membership at least one week before the prescribed deadline for voting.
CONSTITUTION
of the
Arizona State Music Teachers Association

The following revision of the CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted at the State Convention Membership Business meeting, Flagstaff, Arizona, July 21, 1990.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY
Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and, in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This Association is not organized for profit and no part of the net earnings of this Association shall ever inure to the benefit of any private member or individual. The Association may use its funds to pay speakers, judges, performers and clinicians for professional services, regardless of membership status. In the event of the dissolution of the Association, any funds remaining in the treasury, after the payment of any outstanding debts, shall be contributed to the Music Teachers National Association Foundation.

ARTICLE III - PURPOSE
Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2. It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP
Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the Bylaws of the Association.

ARTICLE V - ELECTIVE OFFICERS
Section 1. The officers of the ASMTA are: President; First Vice-President - President Elect, Local Associations and Student Chapters; Second Vice-President - Competitions/Scholarships; Third Vice-President Conventions; Fourth Vice-President - Publications; Recording Secretary; Treasurer. All these officers are elected.

Section 2. The method of nomination and election, term and the authority and duties of each officer are defined in the ByLaws of the Association.

Section 3. No person is qualified to be elected as an officer of this organization unless he or she is a member in good standing.

ARTICLE VI - BOARD OF DIRECTORS
Section 1. MEMBERSHIP includes the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Immediate Past-President, the Local Association Presidents, Certification Committee Chairman, Arizona Study Program Chairman, Treasurer and Recording Secretary. These are the voting members of the Board of Directors. Chairpersons of standing committees may be invited by the President or any Vice-President to attend Board meetings ex-officio, without vote, for informational purposes.
CONSTITUTION cont.

ARTICLE VI - BOARD OF DIRECTORS (Cont.)
Section 2. VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the next unexpired term is held at the next State Convention Membership business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3. The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day to day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and Bylaws. It also has the power to detriment the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4. The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5. The Board of Directors meets annually at the Convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting members of the Board.

Section 6. Two-thirds of the total membership of the voting members of the Board of Directors, of which at least five must be State elective Officers, constitutes a quorum of the Board of Directors.

Section 7. Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

Section 8. Any member in good standing with a concern about the operation of the ASMTA organization may contact the President and request in writing to have his or her concern put on the next Board of Directors meeting agenda and be permitted to speak at the meeting to present his or her concerns to the Board of Directors.

ARTICLE VII - MEMBERSHIP BUSINESS MEETING
Section 1. A Membership business meeting of the Association is held each year as a part of the annual convention.

Section 2. A majority of the registered members at the annual convention constitutes a quorum of the general membership.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS
Section 1. A group of three or more teachers may form a Local Association by fulfilling the requirements of the Bylaws for the purpose of local meetings, recitals, etc., which are more convenient to them and their students.

Section 2. Student Chapters, Pre-College and/or College, may be formed by members of ASMTA by fulfilling the requirements of the Bylaws.

ARTICLE IX - AMENDMENTS
This Constitution may be amended upon the recommendation of the Board of Directors at the annual Membership business meeting by two-thirds of the Active Membership present and voting, or, by mail ballot by a two-thirds vote of Active Members voting within the prescribed time limit for returning ballots. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.

BYLAWS
of the
Arizona State Music Teachers Association

The following revision of the BYLAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION took place at the ASMTA Board of Directors meeting, Phoenix, Arizona, September 10, 1994.

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 upon the payment of registration fee, holding office, voting and receiving a subscription to the American Music Teacher. An active Husband-Wife Dual Membership receives on subscription to the American Music Teacher but has the privileges of active individual membership.

Section 2. ASSOCIATE MEMBERSHIP is open to all persons not professionally engaged in any field of musical activity, but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office.

Section 3. STUDENT MEMBERSHIP is open to any music student through the age of 26 currently involved in regular music study subject to membership regulations of the affiliated Local Association. An otherwise qualified student member who reaches the age of 27, or an otherwise qualified candidate for Student Membership who has passed the age of 26, may continue to be, or become, a student member for a maximum of four years, or for the duration of study if less than four years. Holders of Student Membership may attend all programs of the Association upon payment of the registration fee, and receive a subscription to the American Music Teacher, but do not have the right to vote, to hold office, to enter students in national auditions or competitions beyond the State Level, or to apply for certification. A student member has the right to enter students in the Arizona Study Program upon payment of Local Association dues.

Section 4. HONORARY LIFE MEMBERSHIP is conferred by the Board of Directors upon individuals who have given distinguished service to ASMTA or to the art of music. An Honorary Life Member pays no state dues and ASMTA will pay their National dues. Honorary Life Members qualifying for Active or Associate membership have the rights and privileges of such membership.
BYLAWS cont.

Section 5.

PATRON MEMBERSHIP is open to any individual, organization, institution, or business firm for one year which contributes $500.00 or more to current funds or for special projects. ASMTA will pay their National dues. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office or enter students in auditions and recitals.

ARTICLE II - MEMBERSHIP YEAR
The membership year is the same as the fiscal year: July 1 to June 30.

ARTICLE III - DUES
Section 1.
Annual dues, Local Association, State and National, shall be due and payable by July 1 of each year. The Board of Directors shall determine the amount of the State dues for Active, Associate, and Student Members over and above National Association. Each Local Association may assess its members by a vote of the Local Association Board.

Section 2.
DELINQUENT DUES: Members who have not paid the dues for the current fiscal year are delinquent until such dues are paid, and are not entitled to the privileges of membership.

ARTICLE IV - CONVENTION
The official convention of the ASMTA shall be held annually. The time and place shall be determined by the Board of Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS
Section 1.
The First Vice-President, Second Vice-President, Fourth Vice-President, Secretary and Treasurer shall be elected in odd years at the annual Membership Business meeting at the annual convention.

Section 2.
Voting for vacant elective officer positions will take place at the annual Membership business meeting at the State Convention. The slate of officers on the ballot will have been recommended by the Nomination Committee. Nominations from the floor will be allowed, providing the nominee is eligible for election and has consented to be a candidate. Final vote shall take place on written numbered ballots.

Section 3.
A majority vote of those present, qualified to vote and voting at the annual Membership business meeting shall constitute an election. Should there be but one nominee for each office, the Secretary may be instructed to cast the ballot for the nominee(s).

BYLAWS cont.

ARTICLE VI - TERMS AND DUTIES OF THE BOARD OF DIRECTORS
Section 1.
The Board of Directors of ASMTA shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, Immediate Past President, Presidents of the Local Associations, Certification Committee Chair and Arizona Study Program Committee Chair.

Section 2.
The First Vice-President, Second Vice-President, Fourth Vice-President, Recording Secretary and Treasurer are elected for a two year term. The Third Vice-President is elected for a one year term. The term of office for each of the above elected officers commences immediately upon election. The President of a Local Association is elected for a term determined by the constitution and by-laws of the respective Local Association. The appointed chairs of the Certification Committee and Arizona Study Program Committee shall have two year terms. The automatic offices of President and Immediate Past-President shall have two year terms. The term of office of these automatic officers commences upon completion of election of the new slate of officers.

Section 3.
The President presides at the annual Membership business meeting of the Association, calls and presides at meetings of the Board of Directors, receives recommendations for appointments from vice-presidents and chairs, appoints all Chairs and ad hoc committees with approval of the Board of Directors, shall be ex-officio member of all committees except the Nominating Committee and perform all other duties implied by the title. The President shall place a copy of the minutes of business meetings and all other reports in the President's Minute Book. The President shall send copies of an agenda to all Board members in advance of Board meetings.

Section 4.
The First Vice-President, Local Association/Student Chapters assumes all duties of the President in the absence of that officer. The First Vice-President fosters the concerns of the Local Associations and Student Chapters. The First Vice-President also coordinates the work of the MTFA Chair. The First Vice-President is the President-Elect and upon completion of his/her term of office will become the President of the Association. Should the elected First Vice-President be unable to assume the office of President, the President will be elected, for that term only, in the same manner as that of other elective officers.

Section 5.
The Second Vice-President, Competitions and Scholarships, shall coordinate the duties and activities of all MTNA auditions at the state level, and other state level competitions or festivals as well as the MTNA Foundation. The Second Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.
Section 6.
The Third Vice-President, Conventions, is responsible for all matters pertaining to the annual ASMTA Convention and any statewide activity days planned. The Third Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 7.
The Fourth Vice-President, Publications, oversees the work of the Musigram and Directory Staffs, the Membership and Public Relations Committees, and the preservation of the ASMTA Archives and publications which may be designated by the Board. The Fourth Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 8.
The Immediate Past President shall serve as Chair of the Nominating Committee and shall implement the state election procedures exactly as set forth in the Bylaws, Article IV Section 2 and Article VII Section 1. He/she also serves as Parliamentarian according to *Roberts Rules of Order - Newly Revised*.

Section 9.
The Recording Secretary keeps the minutes of all business meetings of the Association, and of all meetings of the Board of Directors; sends copies of the minutes of the Board of Directors’ meetings to the members of the Board within thirty days after the meetings and see that those minutes and minutes of the Annual Membership business meeting of the Association are in legal form and properly preserved in a permanent Secretary’s Minute Book. The Secretary shall also send the President a copy of all minutes, which is to be kept in a permanent President’s Minute Book. The Secretary shall also carry out such other duties as are assigned by the Board of Directors.

Section 10.
The Treasurer shall receive all monies and shall make all disbursements upon the direction of the Board of Directors and the President. He or she shall deposit all monies in a bank designated by the Board of Directors. The Treasurer is responsible for the maintenance of proper financial records and for the preparation of an annual report to the Board of Directors. An auditor selected by the Board of Directors shall make annual audit at the close of the fiscal year. The Treasurer shall provide an up to date accounting of expenditures for the present fiscal year in advance of the spring meeting to the Board of Directors to enable the Board of Directors to prepare and approve the annual budget at the spring Board meeting.
BYLAWS cont.

Duties of the Certification Committee shall be: determine all rules for the successful conduct of the ASMTA Certification plan subject to approval by the Board of Directors; publish and circulate the plan and any other necessary forms and data; approve or disapprove of candidates for state certification based on the certification plan; and amend or alter the certification plan subject to the approval of the Board of Directors and the MTNA Certification Board.

Section 3.
The Arizona Study Program Committee members should be Nationally Certified. They shall serve two year terms. The committee shall consist of the Chair, a Secretary, Assistant Treasurer, one study program chair from each Local Association, as well as other members needed. The Assistant Treasurer shall receive all monies relating to the Arizona Study Program, shall maintain proper financial records, deposit monies in the Arizona Study Program bank account and prepare quarterly reports for the Treasurer. These financial records shall be part of the annual audit.
The duties of the Arizona Study Program committee are to implement the successful operation and continued functioning of the ASP for students of ASMTA members. They will prepare recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of the ASP which their Chair will bring to the Board of Directors for their approval.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1.
Any group of three or more teachers may petition the Board of Directors for affiliation as a Local Association by providing the First Vice-President with evidence that the following requirements have been fulfilled:
A. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA;
B. That its fiscal and membership year coincide with that of ASMTA and MTNA;
C. That two copies of the Local Association governing document (e.g., Constitution, Bylaws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA;
D. That the annual report of the First Vice-President states that the administration of the program of activities has continued to meet original requirements.

Section 2.
Upon finding that a Local Association has fulfilled the requirements of Section 1 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 3.
Any group of students may petition the Board of Directors for affiliation as a Student Chapter by providing the First Vice-President with evidence that the following requirements have been fulfilled:
A. That it has a sponsor or advisor who is an active member of ASMTA and MTNA;
B. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA;
C. That its fiscal and membership year coincide with that of ASMTA and MTNA;
D. That two copies of the Student Chapters governing document (e.g., Constitution, Bylaws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 4.
Upon finding that a Student Chapter has fulfilled the requirements of Section 3 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 5.
In referring to its affiliation, each Local Association or Student Chapter will use the phrase "Affiliated with the Arizona State Music Teachers Association" and the "Music Teachers National Association".

Section 6.
Annual renewal of a Local Association or Student Chapter will be made without reconsideration by the Board of Directors provided;
A. That the affiliate has not formally notified the President that it wishes to discontinue affiliation.
B. That all provisions of Section 1 of this Article for Local Associations or Section 3 of the Article for Student Chapters continue to be fulfilled.
C. That all changes in the constitution and bylaws of the affiliated Local Association or Student Chapter have been filed with the First Vice-President and that they are harmonious with the Constitution and Bylaws of ASMTA and MTNA.
D. That the annual report of the First Vice-President states that the administration of the program of activities has continued to meet original requirements.

Section 7.
The Board of Directors may suspend or terminate any affiliate at any time for justifiable cause.

ARTICLE VI - BOARD OF DIRECTORS (cont.)

Section 3.
The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day to day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and Bylaws. It also has the power to detriment the annual membership dues, to transact the
general business and to determine the general policies of the Association.

Section 4.
The Board of Directors is empowered to appoint assistants to any officer and to create and designate such special committees as it may deem necessary.

Section 5.
The Board of Directors meets annually at the Convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting members of the Board.

Section 6.
Two-thirds of the total membership of the voting members of the Board of Directors, of which at least five must be State elective Officers, constitutes a quorum of the Board of Directors.

Section 7.
Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

Section 8.
Any member in good standing with a concern about the operation of the ASMTA organization may contact the President and request in writing to have his or her concern put on the next Board of Directors meeting agenda and be permitted to speak at the meeting to present his or her concerns to the Board of Directors.

ARTICLE VII - MEMBERSHIP BUSINESS MEETING

Section 1.
A Membership business meeting of the Association is held each year as a part of the annual convention.

Section 2.
A majority of the registered members at the annual convention constitutes a quorum of the general membership.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1.
A group of three or more teachers may form a Local Association by fulfilling the requirements of the ByLaws for the purpose of local meetings, recitals, etc., which are more convenient to them and their students.

Section 2.
Student Chapters, Pre-College and/or College, may be formed by members of ASMTA by fulfilling the requirements of the ByLaws.

ARTICLE IX - AMENDMENTS

This Constitution may be amended upon the recommendation of the Board of Directors at the annual Membership business meeting by two-thirds of the Active Membership present and voting, or, by mail ballot by a two-thirds vote of Active Members voting within the prescribed time limit for returning ballots. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.

ARTICLE IX - AMENDMENTS

The ByLaws may be amended by the Board of Directors at any of the Board meetings by a majority vote of the members present and voting, the proposed amendments having been submitted by mail to the Board Membership at least one week before the prescribed deadline for voting.

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CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION

The following revision of the CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted at the State Conventions membership Business meeting, Flagstaff, Arizona, July 21, 1990.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY
Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This Association is not organized for profit and no part of the net earnings of the Association shall ever inure to the benefit of any private member or individual. The Association may use its funds to pay speakers, judges, performers and clinicians for professional services, regardless of membership status. In the event of the dissolution of the Association, any funds remaining in the treasury, after the payment of any outstanding debts, shall be contributed to the Music Teachers National Association Foundation.

ARTICLE III - PURPOSE
Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2. It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP
Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the Bylaws of the Association.

ARTICLE V - ELECTIVE OFFICERS
Section 1. The officers of the ASMTA are: President; First Vice-President - President Elect, Local Associations and Student Chapters; Second Vice-President - Competitions/Scholarships; Third Vice-President Conventions; Fourth Vice-president - Publications; Recording Secretary; Treasurer. All these officers are elected.

Section 2. The method of nomination and election, term and the authority and duties of each officer are defined in the Bylaws of the Association.

Section 3. No person is qualified to be elected as an officer of this organization unless he or she is a member in good standing.

ARTICLE VI - BOARD OF DIRECTORS
Section 1. MEMBERSHIP includes the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Immediate past-President, the local Association Presidents, Certification Committee Chairman, Arizona Study Program Chairman, Treasurer. Chairpersons of standing committees may be invited by the President or any Vice-President to attend Board meetings ex-officio, without vote, for informational purposes.

ARTICLE VI - BOARD OF DIRECTORS (Cont.)
Section 2. VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the next unexpired term is held at the next State Convention membership business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3. The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day to day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and ByLaws. It also has the power to determine the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4. The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5. The Board of Directors meets annually at the convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting members of the Board.

Section 6. Two-thirds of the total membership of the voting members of the Board of Directors, of which at least five must be State elective Officers, constitutes a quorum of the Board of Directors.

Section 7. Items of Business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

Section 8. Any member in good standing with a concern about the operation of the ASMTA organization may contact the President and request in writing to have his or her concern put on the next Board of Directors meeting agenda and be permitted to speak at the meeting to present his or her concerns to the Board of Directors.

ARTICLE VII - MEMBERSHIP BUSINESS MEETING
Section 1. Membership Business meeting of the Association is held each year as a part of the annual convention.

Section 8. A majority of the registered members at the annual convention constitutes a quorum of the general membership.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS
Section 1. A group of three or more teachers may form a Local Association by fulfilling the requirements of the Bylaws for the purpose of local meetings, recitals, etc., which are more convenient to them and their students.

Section 2. Student Chapters, Pre-College and/or College, may be formed by members of ASMTA by fulfilling the requirements of the ByLaws.

ARTICLE IX - AMENDMENTS
This constitution may be amended upon the recommendation of the Board of Directors at the annual Membership business meeting by two-thirds vote of the Active Membership present and voting, or, by mail ballot by a two-thirds vote of Active members voting within the prescribed time limit for returning ballots. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.
BYLAWS
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION

The following revision of the BYLAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION took place at the ASMTA Board of Directors meeting, Phoenix, Arizona, September 10, 1994.

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 upon the payment of registration fee, holding office, voting and receiving a subscription to the American Music Teacher. An active Husband-Wife Dual Membership receives one subscription to the American Music Teacher but has the privileges of active individual membership.

Section 2.
ASSOCIATE MEMBERSHIP is open to all persons not professionally engaged in any field of musical activity, but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office.

Section 3.
STUDENT MEMBERSHIP is open to any music student through the age of 26 currently involved in regular music study subject to membership regulations of the affiliated Local Association. An otherwise qualified student member who reaches the age of 27, or an otherwise qualified candidate for Student Membership who has passed the age of 26, may continue to be, or become, a student member for a maximum of four years, or for the duration of study if less than four years. Holders of Student Membership may attend all programs of the Association upon payment of the registration fee, and receive a subscription to the American Music Teacher but do not have the right to vote, to hold office, to enter students in national auditions or competitions beyond the State Level, or to apply for certification. A student member has the right to enter students in the Arizona Study program upon the payment of Local Association dues.

Section 4.
HONORARY LIFE MEMBERSHIP is conferred by the Board of Directors upon individuals who have given distinguished service to the ASMTA or to the art of music. An Honorary Life member pays no state dues and ASMTA will pay their national dues. Honorary Life members qualifying for Active or Associate membership have the rights and privileges of such membership.

ARTICLE II - MEMBERSHIP YEAR
The membership year is the same as the fiscal year, July 1 to June 30.

ARTICLE III - DUES
Section 1.
Annual dues, Local Association, State and National, shall be due and payable by July 1 of each year. The Board of Directors shall determine the amount of the State dues for Active, Associate, and Student Members over and above National Association. Each Local Association may assess its members by a vote of the Local Association Board.

Section 2.
DELINQUENT DUES: members who have not paid the dues for the current fiscal year are delinquent until such dues are paid, and are not entitled to the privileges of membership.

ARTICLE IV - CONVENTION
The official convention of the ASMTA shall be held annually. The time and place shall be determined by the Board of Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS
Section 1.
The First Vice-President, Second Vice-President, Fourth Vice-President, Secretary and Treasurer shall be elected in odd years at the annual Membership Business meeting at the annual convention. The Third Vice-President shall be elected each year at the annual Membership Business meeting at the annual convention.

Section 2.
Voting for vacant elective officer positions will take place at the annual Membership Business meeting at the state convention. The slate of officers on the ballot will have been recommended by the Nomination committee. Nominations from the floor will be allowed, providing the nominee is eligible for election and has consented to be a candidate. Final vote shall take place on written numbered ballots.

Section 3.
A majority vote of those present, qualified to vote and voting at the annual Membership Business meeting shall constitute an election. Should there be but one nominee for each office, the Secretary may be instructed to cast the ballot for the nominee(s).
BYLAWS cont.

ARTICLE VI - TERMS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. The Board of Directors of ASMTA shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth, Vice-President, Recording Secretary, Treasurer, Immediate Past President, Presidents of the Local Association, Certification Committee Chair and Arizona Study Program Committee Chair.

Section 2. The First Vice-President, Second Vice-President, Fourth Vice-President, Recording Secretary and Treasurer are elected for a two year term. The Third Vice-President is elected for a one year term. The term of office for each of the above elected officers commences immediately upon election. The President of a Local Association is elected for a term determined by the constitution and by-laws of the respective Local Association. The appointed chairs of the Certification Committee and Arizona Study Program Committee shall have two year terms. The automatic offices of President and Immediate Past-President shall have two year terms. The term of office of these automatic officers commences upon completion of election of the new slate of officers.

Section 3. The President presides at the annual Membership business meeting of the Association, calls and presides at meetings of the Board of Directors, receives recommendations for appointments from vice-presidents and chairs, appoints all Chairs and ad hoc committees with approval of the Board of Directors, shall be ex-officio member of all committees except the Nominating Committee and perform all other duties implied by the title. The President shall place a copy of the minutes of business meetings and all other reports in the President’s Minute Book. The President shall send copies of an agenda to all Board members in advance of Board meetings.

Section 4. The First Vice-President, Local Association/Student Chapters assumes all duties of the President in the absence of that officer. The First Vice-President fosters the concerns of the Local Associations and Student Chapters. The first Vice-President also coordinates the work of the IMTF Chair. The First Vice-President is the President-Elect and upon completion of his/her term of office will become the President of the Association. Should the elected First Vice-President be unable to assume the office of President, The President will be elected, for that term only, in the same manner as that of other elective officers.

Section 5. The Second Vice-President, Competitions and Scholarships, shall coordinate the duties and activities of all MTNA auditions at the state level, and other state level competitions or festivals as well as the MTNA Foundation. The Second Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

BYLAWS cont.

Section 6. The Third Vice-President, Conventions, is responsible for all matters pertaining to the Annual ASMTA Convention and any statewide activity days planned. The Third Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 7. The Fourth Vice-President, Publications, oversees the work of the Musigram and Directory Staffs, the Membership and Public Relations Committees, and the preservation of the ASMTA Archives and publications which may be designated by the Board. The fourth Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 8. The Immediate past president shall serve as Chair of the Nominating Committee and shall implement the state election procedures exactly as set forth in the Bylaws, Article IV Section 2 and Article VII Section 1. He/she also serves as Parliamentarian according to Robert’s Rules of Order - Newly Revised.

Section 9. The Recording Secretary keeps the minutes of all business meetings of the Association, and of all meetings of the Board of Directors, sends copies of the minutes of the Board of Directors’ meetings to the members of the Board within thirty days after the meetings and see that those minutes and minutes of the Annual Membership business meeting of the Association are in legal form and properly preserved in a permanent Secretary’s Minute Book. The Secretary shall also send the President a copy of all minutes, which is to be kept in a permanent President’s Minute Book. The Secretary shall also carry out such other duties as are assigned by the Board of Directors.

Section 10. The Treasurer shall receive all monies and shall make all disbursements upon the direction of the Board of Directors and the President. He or she shall deposit all monies in a bank designated by the Board of Directors. The Treasurer is responsible for the maintenance of proper financial records and for the preparation of an annual report to the Board of Directors. An auditor selected by the Board of Directors shall make annual audit at the close of the fiscal year. The Treasurer shall provide an up to date accounting of expenditures for the present fiscal year in advance of the spring meeting to the Board of Directors to enable the Board of Directors to prepare and approve the annual budget at the spring Board meeting.
BYLAWS cont.

Section 11.
The Local Association Presidents shall plan and supervise all local meetings, projects and business. All monies from such meetings, projects and businesses shall be deposited in a local bank account and be disbursed by the Local Association President and the Local Association Board of Directors. Local Association Presidents shall serve as members of the nominating committee for the duration of their term in office.

Section 12.
The Certification Committee Chair is appointed by the President. Candidates eligible for the appointment must have served on the committee for a previous two year period. The Certification Committee Chair shall receive, evaluate and process applications for certification and renewal of certification, keep of certification records, answer correspondence relative to certification and disseminate information about certification. He/she will hold at least two meetings of the Certification Committee each year, and will make recommendations for such changes and improvements as are deemed necessary for successful operation, and continued functioning of the Certification program to the Board of Directors for their approval.

Section 13.
The Arizona Study Program Committee Chair is appointed by the President. Candidates eligible for appointment must have served on the committee for a previous two year period before being appointed Chair. The Arizona Study Program Committee chair shall plan and supervise the ASP committee meetings, coordinate projects and business of the Local Association ASP committee members, and improvements as are deemed necessary for successful operation and continued functioning of further programs to the Board of Directors for their approval.

ARTICLE VII - COMMITTEES

Section 1.
The Nominating Committee shall consist of the Immediate Past President acting as Chair of the Committee and the Local Association Presidents. This committee shall meet immediately following the fall board meeting to select a slate of officers for the upcoming vacant elective officer positions. The chair shall report the selected slate of officers to the Musigram editor for publication in the convention issue.

Section 2.
The Certification Committee shall consist of five members who are National Professional, National Faculty or National Master Teacher certified. Two members shall be appointed each year and will serve a two year term. On odd years, a new Certification Chair shall be appointed for an additional two year term. These appointments are made by the President with the approval of the Board of Directors.

BYLAWS cont.

Duties of the Certification Committee shall be: determine all rules for the successful conduct of the ASMTA Certification plan subject to approval by the Board of Directors; publish and circulate the plan and any other necessary forms and data; approve or disapprove of candidates for state certification based on the certification plan, and amend or alter the certification plan subject to the approval of the Board of Directors and the AMTNA Certification Board.

Section 3.
The Arizona Study Program Committee members should be Nationally Certified. They shall serve two year terms. The committee shall consist of the Chair, a Secretary, Assistant Treasurer, one study program chair from each local Association, as well as other members needed. The Assistant Treasurer shall receive all monies relating to the Arizona Study Program, shall maintain proper financial records, deposit monies in the Arizona Study Program bank account and prepare quarterly reports for the Treasurer. These financial records shall be part of the annual audit.
The duties of the Arizona Study Program committee are to implement the successful operation and continued functioning of the ASP for students of ASMTA members. They will prepare recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of the ASP which their Chair will bring to the Board of Directors for their approval.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1.
Any group of three or more teachers may petition the Board of Directors for affiliation as a Local Association by providing the First Vice-President with evidence that the following requirements have been fulfilled:
A. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA;
B. That its fiscal and membership year coincide with that of ASMTA and MTNA;
C. That two copies of the Local Association governing document (e.g., Constitution, Bylaws) have been filed with the First Vice President and that they are harmonious with those of ASMTA and MTNA

Section 2.
Upon finding that a Local Association has fulfilled the requirements of Section 1 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.
Section 3.
Any group of students may petition the Board of Directors for affiliation as a Student Chapter by providing the First Vice-President with evidence that the following requirements have been fulfilled:
A. That it has a sponsor or advisor who is an active member of ASMTA and MTNA;
B. That it guarantees that 100 percent of its membership are in good standing in ASMTA and MTNA;
C. That its fiscal and membership year coincide with that of ASMTA and MTNA;
D. That two copies of the Student Chapters governing document (e.g., Constitution, Bylaws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 4.
Upon finding that a Student Chapter has fulfilled the requirements of Section 3 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 5.
In referring to its affiliation, each Local Association or Student Chapter will use the phrase "Affiliated with the Arizona State Music Teachers Association" and the "Music Teachers National Association".

Section 6.
Annual renewal of a Local Association or Student Chapter will be made without reconsideration by the Board of Directors provided:
A. That the affiliate has not formally notified the President that it wishes to discontinue affiliation.
B. That all provisions of Section 1 of this Article for Local Associations or Section 3 of the Article for Students Chapters continue to be fulfilled.
C. That all changes in the constitution and bylaws of the affiliated Local Association or Student Chapter have been filed with the First Vice-President and that they are harmonious with the Constitution and Bylaws of ASMTA and MTNA.
D. That the annual report of the First Vice-President states that the administration of the program of activities has continued to meet original requirements.

Section 7.
The Board of Directors may suspend or terminate any affiliate at any time for justifiable cause.

ARTICLE IX - AMENDMENTS
The ByLaws may be amended by the Board of Directors at any of the Board meetings by a majority vote of the members present and voting, the proposed amendments having been submitted by mail to the Board Membership at least one week before the prescribed deadline for voting.
CONSTITUTION
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION
affiliated with Music Teachers National Association

The following revision of the CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted at the State Conventions membership Business meeting, Flagstaff, Arizona, July 21, 1990.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY
Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This Association is not organized for profit and no part of the net earnings of the Association shall ever inure to the benefit of any private member or individual. The Association may use its funds to pay speakers, judges, performers and clinicians for professional services, regardless of membership status. In the event of the dissolution of the Association, any funds remaining in the treasury, after the payment of any outstanding debts, shall be contributed to the Music Teachers National Association Foundation.

ARTICLE III - PURPOSE
Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2. It shall be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP
Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the By-Laws of the Association.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the By-Laws.

ARTICLE V - ELECTIVE OFFICERS
Section 1. The officers of the ASMTA are: President; First Vice-President - President Elect, Local Associations, Student Chapters, IMF, College Faculty and Technology; Second Vice-President - Competitions, Scholarship Fundraising and MTNA Foundation; Third Vice-President - Conventions; Fourth Vice-President - Membership, Publications, Public Relations, AMEA Community outreach and ASMTA Archives; Recording Secretary, Treasurer. All these officers are elected.

Section 2. The method of nomination and election, term and the authority and duties of each officer are defined in the By-Laws of the Association.

Section 3. No person is qualified to be elected as an officer of this organization unless he or she is a member in good standing.

ARTICLE VI - BOARD OF DIRECTORS
Section 1. MEMBERSHIP includes the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Immediate past-President, the Local Association Presidents, Certification Committee Chairman, Arizona Study Program Chairman, Treasurer, and Recording Secretary. These are the voting members of the Board of Directors. Chairpersons of standing committees may be invited by the President or any Vice-President to attend Board meetings ex-officio, without vote, for informational purposes.
CONSTITUTION
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION
affiliated with Music Teachers National Association

The following revision of the CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted at the State Conventions membership Business meeting, Flagstaff, Arizona, July 21, 1990.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY
Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This Association is not organized for profit and no part of the net earnings of the Association shall ever be the benefit of any private person or individual. The Association may use its funds to pay speakers, judges, performers and clinicians for professional services, regardless of membership status. In the event of the dissolution of the Association, any funds remaining in the treasury, after the payment of any outstanding debts, shall be contributed to the Music Teachers National Association Foundation.

ARTICLE III - PURPOSE
Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2. It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP
Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the By-Laws of the Association.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the By-Laws.

ARTICLE V - ELECTIVE OFFICERS
Section 1. The officers of the ASMTA are: President; First Vice-President - President Elect, Local Associations, Student Chapters, IMF, College Faculty and Technology; Second Vice-President - Conventions, Scholarship Fundraising and MTNA Foundation; Third Vice-President - Competitions, Scholarship Fundraising and MTNA Foundation; Fourth Vice-President - Conventions; Fourth Vice-president - Membership, Publications, Public Relations, AMEA Community Outreach and ASMTA Archives; Recording Secretary; Treasurer. All these officers are elected.

Section 2. The method of nomination and election, term and the authority and duties of each officer are defined in the By-Laws of the Association.

Section 3. No person is qualified to be elected as an officer of this organization unless he or she is a member in good standing.

ARTICLE VI - BOARD OF DIRECTORS
Section 1. MEMBERSHIP includes the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Immediate past-President, the Local Association Presidents, Certification Committee Chairman, Arizona Study Program Chairman, Treasurer, and Recording Secretary. These are the voting members of the Board of Directors. Chairpersons of standing committees may be invited by the President or any Vice-President to attend Board meetings ex-officio, without vote, for informational purposes.
CONSTITUTION cont.

ARTICLE VI - BOARD OF DIRECTORS cont.
Section 2. VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the next unexpired term is held at the next State Convention membership business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3. The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day to day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and By-Laws. It also has the power to determine the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4. The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5. The Board of Directors meets annually at the convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting members of the Board.

Section 6. A simple majority of the total membership of the voting members of the Board of Directors, of which at least four must be State elective officers, constitute a quorum of the Board of Directors.

Section 7. Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

Section 8. Any member in good standing with a concern about the operation of the ASMTA organization may contact the President and request in writing to have his or her concern put on the next Board of Directors meeting agenda and be permitted to speak at the meeting to present his or her concerns to the Board of Directors.

ARTICLE VII - MEMBERSHIP BUSINESS MEETING

Section 1. Membership Business meeting of the Association is held each year as a part of the annual convention.

Section 2. A majority of the registered members at the annual convention constitutes a quorum of the general membership.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1. A group of three or more teachers may form a Local Association by fulfilling the requirements of the By-Laws for the purpose of local meetings, recitals, etc., which are more convenient to them and their students.

Section 2. Student Chapters, Pre-College and/or College, may be formed by members of ASMTA by fulfilling the requirements of the By-Laws.

ARTICLE IX - AMENDMENTS

This constitution may be amended upon the recommendation of the Board of Directors at the annual Membership business meeting by two-thirds vote of the Active Membership present and voting, or, by mail ballot by a two-thirds vote of Active members voting within the prescribed time limit for returning ballots. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.

BY-LAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION

The following revision of the BY-LAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION took place at the ASMTA Board of Directors meeting, Phoenix, Arizona, September 10, 1994.

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 upon the payment of registration fee, holding office, voting and receiving a subscription to the American Music Teacher. Acceptance of membership includes an agreement to abide by the Code of Ethics of the Association.

Section 2. PATRON MEMBERSHIP is open to all persons not professionally engaged in any field of musical activity, but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office.

Section 3. STUDENT MEMBERSHIP is open to any music student through the age of 26 currently involved in regular music study subject to membership regulations of the affiliated Local Association. An otherwise qualified student member who reaches the age of 27, or an otherwise qualified candidate for Student Membership who has passed the age of 26, may continue to be, or become, a student member for a maximum of four years, or for the duration of study if less than four years. Holders of Student Membership may attend all programs of the Association upon payment of the registration fee, and receive a subscription to the American Music Teacher but do not have the right to vote, to hold office, to enter students in national auditions or competitions beyond the State Level, or to apply for certification. A student member has the right to enter students in the Arizona Study program upon the payment of Local Association dues.

Section 4. HONORARY LIFE MEMBERSHIP is conferred by the Board of Directors upon individuals who have given distinguished service to the ASMTA or to the art of music. An Honorary Life member pays no state dues and ASMTA will pay their national dues. Honorary Life members qualifying for Active or Associate membership have the rights and privileges of such membership.
BY-LAWS cont.

Section 5
BUSINESS MEMBERSHIP is open to any individual, organization-institution, or business firm for one year which contributes $500.00 or more to current funds or for special projects. ASMTA will pay their national dues. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office or enter students in auditions and recitals.

Section 6.
No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of ASMTA. Any accusations that a member of ASMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of ASMTA, who shall immediately report the accusations 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 filing with the MTNA President of a certified copy of the judgment reversing the conviction.

ARTICLE II - MEMBERSHIP YEAR
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.

ARTICLE III - DUES
Annual dues, Local Association, State and National, shall be due and payable by July 1 of each year. Members who have not paid the dues for the current fiscal year are not entitled to the privileges of membership. The Board of Directors shall determine the amount of the State dues for all membership categories over and above the National Membership dues, which are determined by the Music Teachers National Association. Each Local Association may assess its members by a vote of the Local Association Board.

ARTICLE IV - CONVENTION
The official convention of the ASMTA shall be held annually. The time and place shall be determined by the Board of Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS cont.
Section 2.
Voting for vacant elective officer positions will take place at the annual Membership Business meeting at the state convention. The slate of officers on the ballot will have been recommended by the Nominating committee. Nominations from the floor will be allowed, providing the nominee is eligible for election and has consented to be a candidate. Final vote shall take place on written numbered ballots.

ARTICLE VI - TERMS AND DUTIES OF THE BOARD OF DIRECTORS
Section 1. The Board of Directors of ASMTA shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, Immediate Past President, Presidents of the Local Association, Certification Committee Chair and Arizona Study Program Committee Chair. No officer may hold a national, division or state office concurrently except the immediate past president.

Section 2.
The First Vice-President, Second Vice-President, Fourth Vice-President and Recording Secretary are elected for a two-year term.
The Third Vice-President is elected for a one-year term.
The term of office for each of the above elected officers commences immediately upon election.
The term of office for the Treasurer shall be the same as the fiscal year, beginning on July 1 following the annual session of the Association in odd numbered years.
The President of a Local Association is elected for a term determined by the constitution and by-laws of the respective Local Association.
The appointed chairs of the Certification Committee and Arizona Study Program Committee shall have three-year terms.
The automatic offices of President and Immediate Past-President shall have two-year terms. The term of office of these automatic officers commences upon completion of election of the new slate of officers.

Section 3.
The President presides at the annual Membership business meeting of the Association, calls and presides at meetings of the Board of Directors, receives recommendations for appointments from vice-presidents and chairs, appoints all Chairs and ad hoc committees with approval of the Board of Directors, shall be ex-officio member of all committees except the Nominating Committee and perform all other duties implied by the title. The President shall place a copy of the minutes of business meetings and all other reports in the President's Minute Book. The President shall send copies of an agenda to all Board members in advance of Board meetings.
ARTICLE VI - TERMS AND DUTIES OF THE BOARD cont.

Section 4.
The First Vice-President assumes all duties of the President in the absence of that officer. The First Vice-President fosters the concerns of the Local Associations and Student Chapters. The first Vice-President also coordinates the work of the IMTF Chair, College Faculty, and Technology Chairs. The First Vice-President is the President-Elect and upon completion of his/her term of office will become the President of the Association. Should the elected First Vice-President be unable to assume the office of President, the President will be elected, for that term only, in the same manner as that of other elective officers.

Section 5.
The Second Vice-President shall coordinate the duties and activities of all MTNA auditions at the state level, other state level competitions or festivals, the MTNA Foundation as well as Scholarship Fundraising. The Second Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continues functioning of his/her programs to the Board of Directors for their approval.

Section 6.
The Third Vice-President, Conventions, is responsible for all matters pertaining to the Annual ASMTA Convention and any statewide activity days planned. The Third Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 7.
The Fourth Vice-President, Publications, oversees the work of the Musigram and Directory Staffs, the Membership, Public Relations and AMEA community Outreach committees, and the preservation of the ASMTA Archives and publications which may be designated by the Board. He/she also prints and distributes the Constitution and By-Laws annually. The Fourth Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 8.
The Immediate Past President shall serve as Chair of the Nominating Committee and shall implement the state election procedures exactly as set forth in the By-Laws, Article IV Section 2 and Article VII Section 1. He/she also serves as Parliamentarian according to Robert’s Rules of Order - Newly Revised.
ARTICLE VII - COMMITTEES cont.

Section 13.
The Arizona Study Program Committee Chair is appointed by the President. Candidates eligible for appointment must have served on the committee for a previous three year period before being appointed Chair. The Arizona Study Program Committee chair shall plan and supervise the ASP committee meetings, coordinate projects and business of the Local Association ASP committee members, and improvements as are deemed necessary for successful operation and continued functioning of further programs to the Board of Directors for their approval.

ARTICLE VII - COMMITTEES

Section 1.
The nominating committee shall consist of the immediate past president acting as Chair of the Committee and the Local Association Presidents. This committee shall meet immediately following the fall board meeting to select a slate of officers for the upcoming vacant elective officer positions. The chair shall report the selected state of officers to the Musigram editor for publication in the convention issue.

Section 2.
The Certification Committee shall consist of three members appointed by the President with the approval of the Board of Directors. The terms shall be three years in length and arranged so that one member is appointed to the committee each year. In odd numbered years the President, with Board approval, shall designate a continuing committee member to serve as chair for two years. Members must be nationally Certified Teachers of Music and may not serve more than two terms consecutively.

Section 3.
The Arizona Study Program Committee members should be Nationally Certified. They shall serve three year terms. The committee shall consist of the Chair, a Secretary, Assistant Treasurer, one study program chair from each local Association, as well as other members needed. The Assistant Treasurer shall receive all monies relating to the Arizona Study Program, shall maintain proper financial records, deposit monies in the Arizona Study Program bank account and prepare quarterly reports for the Treasurer. These financial records shall be part of the annual audit. The duties of the Arizona Study Program committee are to implement the successful operation and continued functioning of the ASP for students of ASMTA members. They will prepare recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of the ASP which their Chair will bring to the Board of Directors for their approval.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1.
Any group of three or more teachers may petition the Board of Directors for affiliation as a Local Association by providing the First Vice-President with evidence that the following requirements have been fulfilled;

A. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA;
B. That its fiscal and membership year coincide with that of ASMTA and MTNA;
C. That two copies of the Local Association governing document (e.g., Constitution, By-laws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 2.
Upon finding that a Local Association has fulfilled the requirements of Section 1 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 3.
Any group of students may petition the Board of Directors for affiliation as a Student Chapter by providing the First Vice-President with evidence that the following requirements have been fulfilled;

A. That it has a sponsor or advisor who is an active member of ASMTA and MTNA;
B. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA;
C. That its fiscal and membership year coincide with that of ASMTA and MTNA;
D. That two copies of the Student Chapters governing document (e.g., Constitution, By-laws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 4.
Upon finding that a Student Chapter has fulfilled the requirements of Section 3 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 5.
In referring to its affiliation, each Local Association or Student Chapter will use the phrase “Affiliated with the Arizona State Music Teachers Association” and the “Music Teachers National Association".
BY-LAWS cont.

ARTICLE VIII - LOCAL ASSOC. AND STUDENT CHAPTERS cont.

Section 6.
Annual renewal of a Local Association or Student Chapter will be made without reconsideration by the Board of Directors provided;
A. That the affiliate has not formally notified the President that it wishes to discontinue affiliation.
B. That all provisions of Section 1 of this Article for Local Associations or Section 3 of the Article for Students Chapters continue to be fulfilled.
C. That all changes in the constitution and by-laws of the affiliated Local Association or Student Chapter have been filed with the First Vice-President and that they are harmonious with the Constitution and By-laws of ASMTA and MTNA.
D. That the annual report of the First Vice-President states that the administration of the program of activities has continued to meet original requirements.

Section 7.
The Board of Directors may suspend or terminate any affiliate at any time for justifiable cause.

ARTICLE IX - AMENDMENTS
The By-Laws may be amended by the Board of Directors at any of the Board meetings by a majority vote of the members present and voting, the proposed amendments having been submitted by mail to the Board Membership at least one week before the prescribed deadline for voting.
CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION affiliated with Music Teachers National Association

The following revision of the CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted at the State Conventions membership Business meeting, Flagstaff, Arizona, July 21, 1990.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY
Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This Association is not organized for profit and no part of the net earnings of the Association shall ever inure to the benefit of any private member or individual. The Association may use its funds to pay speakers, judges, performers and clinicians for professional services, regardless of membership status. In the event of the dissolution of the Association, any funds remaining in the treasury, after the payment of any outstanding debts, shall be contributed to the Music Teachers National Association Foundation.

ARTICLE III - PURPOSE
Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2. It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP
Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the By-Laws of the Association.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the By-Laws.

ARTICLE V - ELECTIVE OFFICERS
Section 1. The officers of the ASMTA are: President, First Vice-President, President Elect, Local Associations, Student Chapters, IMF, College Faculty and Technology; Second Vice-President, Competitions, Scholarship Fundraising and MTNA Foundation; Third Vice-President - Conventions; Fourth Vice-President - Membership, Publications, Public Relations, AMEA Community outreach and ASMTA Archives; Recording Secretary, Treasurer. All these officers are elected.

Section 2. The method of nomination and election, term and the authority and duties of each officer are defined in the By-Laws of the Association.

Section 3. No person is qualified to be elected as an officer of this organization unless he or she is a member in good standing.

ARTICLE VI - BOARD OF DIRECTORS
Section 1. MEMBERSHIP includes the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Immediate Past-President, the Local Association Presidents, Certification Committee Chairman, Arizona Study Program Chairman, Treasurer, Recording Secretary, and Honors Recital Chairman. These are the voting members of the Board of Directors. Chairpersons of standing committees may be Honorary, for informational purposes.

ARTICLE VI - BOARD OF DIRECTORS cont.
Section 2. VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the next unexpired term is held at the next State Convention membership business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3. The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day to day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and By-Laws. It also has the power to determine the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4. The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5. The Board of Directors meets annually at the convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting members of the Board.

Section 6. A simple majority of the total membership of the Board of Directors, of which at least four must be State elective officers, constitute a quorum of the Board of Directors.

Section 7. Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

Section 8. Bylaws of the ASMTA organization may contact the President and request in writing to have his or her concerns put on the next Board of Directors meeting agenda and be permitted to speak at the meeting to present his or her concerns to the Board of Directors.

ARTICLE VII - MEMBERSHIP BUSINESS MEETING
Section 1. Membership Business meeting of the Association is held each year as a part of the annual convention.

Section 2. A majority of the registered members at the annual convention constitutes a quorum of the general membership.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS
Section 1. A group of three or more teachers may form a Local Association by fulfilling the requirements of the By-Laws for the purpose of having meetings, etc., which are convenient to the local students.

Section 2. Student Chapters, Pre-College and Non-College, may be formed by members of ASMTA by fulfilling the requirements of the By-Laws.

ARTICLE IX - AMENDMENTS
This constitution may be amended upon the recommendation of the Board of Directors at the annual Membership Business meeting by two-thirds vote of the Active Membership present and voting or by mail ballot by a two-thirds vote of Active members voting within the prescribed time limit for a mail ballot. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.
BY-LAWS
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION
affiliated with Music Teachers National Association

The following revision of the BY-LAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION took place at the ASMTA Board of Directors meeting, Phoenix, Arizona, September 10, 1994.

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 upon the payment of registration fee, holding office, voting and receiving a subscription to the American Music Teacher. Acceptance of membership includes an agreement to abide by the Code of Ethics of the Association.

Section 2.
PATRON MEMBERSHIP is open to all persons not professionally engaged in any field of musical activity, but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office.

Section 3.
STUDENT MEMBERSHIP is open to any music student through the age of 26 currently involved in regular music study subject to membership regulations of the affiliated Local Association. An otherwise qualified student member who reaches the age of 27 may continue to be, or become, a student member for a maximum of four years, or for the duration of study if less than four years. Holders of Student Membership may attend all programs of the Association upon payment of the registration fee, and receive a subscription to the American Music Teacher, but do not have the right to vote, to hold office, to enter students in national auditions or competitions beyond the State Level, or to apply for certification. A student member has the right to enter students in the Arizona Study program upon the payment of Local Association dues.

Section 4.
HONORARY LIFE MEMBERSHIP is conferred by the Board of Directors upon individuals who have given distinguished service to the ASMTA or to the art of music. An Honorary Life member pays no state dues and ASMTA will pay their national dues. Honorary Life members qualifying for Active or Associate membership have the rights and privileges of such membership.

Section 5
BUSINESS MEMBERSHIP is open to any individual, organization, institution, or business firm for one year which contributes $500.00 or more to current funds or for special projects. ASMTA will pay their national dues. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office or enter students in auditions and recitals.

ARTICLE II - MEMBERSHIP YEAR

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.

ARTICLE III - DUES

Annual dues, Local, State and National, shall be due and payable by July 1 of each year. Members who have not paid the dues for the current fiscal year are not entitled to the privileges of membership. The Board of Directors shall determine the amount of the State dues for all membership categories and the National Membership dues, which are determined by the Music Teachers National Association. Each Local Association may assess its members by a vote of the Local Association Board.

ARTICLE IV - CONVENTION

The official convention of the ASMTA shall be held annually. The time and place shall be determined by the Board of Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1.
The First Vice President, Second Vice- President, Fourth Vice-President, Secretary and Treasurer shall be elected in odd years at the annual Membership Business meeting at the annual convention. The Third Vice- President shall be elected each year at the annual Membership Business meeting at the annual convention.

Section 2.
Voting for vacant elective officer positions will take place at the annual Membership Business meeting at the state convention. The slate of officers on the ballot will have been recommended by the Nominating committee. Nominations from the floor will be allowed, providing the nominee is eligible for election and has consented to be a candidate. Final vote shall take place on written numbered ballots.

Section 3.
A majority vote of those present, qualified to vote and voting at the annual Membership Business meeting shall constitute an election. Should there be but one nominee for each office, the Secretary may be instructed to cast the ballot for the nominee(s).
BY-LAWS cont.

ARTICLE VI - TERMS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. The Board of Directors of ASMTA shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-president, Recording Secretary, Treasurer, Immediate Past President, Presidents of the Local Association, Certification Committee Chair, Arizona Study Program Committee Chair and Honors Recital Chair. No officer may hold a national, division or state office concurrently except the immediate past president.

Section 2. The First Vice-President, Second Vice-President, Fourth Vice-President and Recording Secretary are elected for a two year term. The Third Vice-President is elected for a one year term. The term of office for each of the above elected officers commences immediately upon election. The term of office for the Treasurer shall be the same as the fiscal year, beginning on July 1 following the annual session of the Association in odd numbered years. The President of a Local Association is elected for a term determined by the constitution and by-laws of the respective Local Association. The appointed chairs of the Certification Committee and Arizona Study Program Committee shall have three year terms. The automatic offices of President and Immediate Past-President shall have two year terms. The term of office of these automatic officers commences upon completion of the term of the new slate of officers.

Section 3. The President presides at the annual Membership business meeting of the Association, calls and presides at meetings of the Board of Directors, receives recommendations for appointments from vice-presidents and chairs, appoints all chairs and ad hoc committees with approval of the Board of Directors, shall be ex-officio member of all committees except the Nominating Committee and perform all other duties implied by the title. The President shall place a copy of the minutes of business meetings and all other reports in the President's Minute Book. The President shall send copies of an agenda to all Board members in advance of Board meetings.

Section 4. The First Vice-President assumes all duties of the President in the absence of that officer. The First Vice-President fosters the concerns of the Local Associations and Student Chapters. The First Vice-President also coordinates the work of the IMTF Chair, College Faculty, and Technology Chairs. The First Vice-President is the President-Elect and upon completion of his/her term of office will become the President of the Association. Should the elected First Vice-President be unable to assume the office of President, the President will be elected, for that term only, in the same manner as that of other elective officers.

Section 5. The Second Vice-President shall coordinate the duties and activities of all MTNA auditions at the state level, other state level competitions or festivals, the MTNA Foundation as well as Scholarship Fundraising. The Second Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 6. The Recording Secretary keeps the minutes of all business meetings of the Association, and of all meetings of the Board of Directors, receives recommendations for appointments from vice-presidents and chairs, and sends copies of the minutes of the Board of Directors' meetings to the members of the Board within thirty days after the meetings and see that those minutes and minutes of the Annual Meeting business meeting of the Association are in legal form and properly preserved in a permanent Secretary's Minute Book. The Secretary also sends the President a copy of all minutes, which is to be kept in a permanent President's Minute Book. The Secretary shall also carry out such other duties as are assigned by the Board of Directors.

Section 7. The Treasurer shall receive all monies and shall make all disbursements upon the direction of the Board of Directors and the President. He or she shall deposit all monies in a bank designated by the Board of Directors. The Treasurer is responsible for the maintenance of proper financial records and for the preparation of an annual report to the Board of Directors. An auditor selected by the Board of Directors shall make annual audit at the close of the fiscal year. The Treasurer shall provide an up to date accounting of expenditures for the present fiscal year in advance of the spring meeting to the Board of Directors to enable the Board of Directors to prepare and approve the annual budget at the spring Board meeting.

Section 8. The Local Association Presidents shall plan and supervise all local meetings, projects and business. All monies from such meetings, projects and businesses shall be deposited in a local bank account and be disbursed by the Local Association President and the Local Association Board of Directors. Local Association Presidents shall serve as members of the nominating committee for the duration of their term in office.

Section 9. The Certification Committee Chair is appointed by the President. Candidates eligible for the appointment must have served on the committee for a previous three year period. The Certification Committee Chair shall receive, evaluate and process applications for certification and renewal of certification, keep all Certification records, answer correspondence relative to certification and disseminate information about certification. He/she will make recommendations for such changes and improvements as are deemed necessary for successful operation, and continued functioning of the Certification program to the Board of Directors for their approval.
Section 13.
The Arizona Study Program Committee Chair is appointed by the President. Candidates eligible for appointment must have served on the committee for a previous three year period before being appointed Chair. The Arizona Study Program Committee chair shall plan and supervise the ASP committee meetings, coordinate projects and business of the Local Association ASP committee members, and improvements as are deemed necessary for successful operation and continued functioning of further programs to the Board of Directors for their approval.

Section 14.
The Honors Recital Committee Chair is appointed by the President. Candidates eligible for appointment must either have served on the committee for at least one previous year or be as familiar as possible with the Honors Recital process and competition before being appointed Chair. The Honors Recital Chair shall plan and supervise the Honors Recital Committee meetings, coordinate the Honors Recital Evaluations and Auditions, appoint District Chairpeople as necessary, appoint Honors Recital Fund-Raising Committee Chair as necessary, and assume any other duties deemed necessary to the program. The Chairperson will make recommendations for changes and continued functioning of the Honors Recital program directly to the ASMTA Board of Directors for their approval.

ARTICLE VII - COMMITTEES

Section 1
The nominating committee shall consist of the immediate past president acting as Chair of the Committee and the Local Association Presidents. This committee shall meet immediately following the fall board meeting to select a slate of officers for the upcoming year. The committee shall select the slate of officers to the Musigram editor for publication in the convention issue.

Section 2.
The Certification Committee shall consist of three members appointed by the President with the approval of the Board of Directors. The terms shall be three years in length and arranged so that one member is appointed to the committee each year. In odd numbered years the President, with Board approval, shall designate a continuing committee member to serve as chair for two years. Members must be nationally Certified Teachers of Music and may not serve more than two terms consecutively.

Section 3.
The Arizona Study Program Committee members should be Nationally Certified. They shall serve three year terms. The committee shall consist of the Chair, a Secretary, Assistant Treasurer, one study program chair from each local Association, as well as other members needed. The Assistant Treasurer shall receive all monies relating to the Arizona Study Program, shall maintain proper financial records, deposit monies in the Arizona Study Program bank account and prepare quarterly reports for the Treasurer. These financial records shall be part of the annual audit.

The duties of the Arizona Study Program committee are to implement the successful operation and continued functioning of the ASP for students of ASMTA members. They will prepare recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of the ASP which their Chair will bring to the Board of Directors for their approval.

BY-LAWS cont.
CONSTITUTION
of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION
affiliated with Music Teachers National Association

The following revision of the CONSTITUTION of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted in September 1996 with the membership voting by mail ballot.

ARTICLE I - NAME
The name of this organization is Arizona State Music Teachers Association.

ARTICLE II - POLICY
Section 1. It shall be the policy of this organization to cooperate with all worthy musical organizations and in particular, to develop a close cooperation with the Music Teachers National Association, with which this organization is 100% affiliated.

Section 2. This Association is not organized for profit and no part of the net earnings of the Association shall ever inure to the benefit of any private member or individual. The Association may use its funds to pay speakers, judges, performers and clinicians for professional services, regardless of membership status. In the event of the dissolution of the Association, any funds remaining in the treasury, after the payment of any outstanding debts, shall be contributed to the Music Teachers National Association Foundation.

ARTICLE III - PURPOSE
Section 1. The purpose of this organization shall be to promote higher standards of musical instruction and to foster musical activities in the state as a contribution to the culture of the state.

Section 2. It shall also be the purpose of this organization to promote greater interest in music for all students and to provide scholarships and other financial assistance to help further their study of music.

ARTICLE IV - MEMBERSHIP
Section 1. Membership classifications in the Association are: Active, Associate, Student, Honorary Life and Patron.

Section 2. Membership privileges and dues are prescribed by the By-Laws of the Association.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the By-Laws.

ARTICLE V - ELECTIVE OFFICERS
Section 1. The officers of the ASMTA are: President; First Vice-President - President Elect, Local Associations, Student Chapters, IMF, College Faculty and Technology; Second Vice-President - Competitions, Scholarship Fundraising and MTNA Foundation; Third Vice-President - Conventions; Fourth Vice-president - Membership, Publications, Public Relations, AMEA Community outreach and ASMTA Archives; Recording Secretary; Treasurer. All these officers are elected.

Section 2. The method of nomination and election, term and the authority and duties of each officer are defined in the By-Laws of the Association.

Section 3. No person is qualified to be elected as an officer of this organization unless he or she is a member in good standing.

ARTICLE VI - BOARD OF DIRECTORS
Section 1. MEMBERSHIP includes the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Immediate past-President, the Local Association Presidents, Certification Committee Chairman, Arizona Study Program Chairman, Treasurer, and Recording Secretary. These are the voting members of the Board of Directors. Chairpersons of standing committees may be invited by the President or any Vice-President to attend Board meetings ex-officio, without vote, for informational purposes.

Section 2. VACANCIES on the Board of Directors are filled by and at the discretion of the Board of Directors upon recommendation of the President, until an election for the next unexpired term is held at the next State Convention membership business meeting. Three consecutive absences from meetings of the Board of Directors without a valid reason shall be deemed a resignation.

Section 3. The Board of Directors is responsible for all funds, for the administration and execution of all provisions made in the annual budget, for the day to day conduct of all affairs of the Association, and for the activation of policies and procedures specified in the Constitution and By-Laws. It also has the power to determine the annual membership dues, to transact the general business and to determine the general policies of the Association.

Section 4. The Board of Directors is empowered to appoint assistants to any officer, and to create and designate such special committees as it may deem necessary.

Section 5. The Board of Directors meets annually at the convention, and at other times requested by the President. The Board of Directors may meet, also, upon the joint request of not less than a majority of the voting members of the Board.

Section 6. A simple majority of the total membership of the voting members of the Board of directors, of which at least four must be State elective officers, constitute a quorum of the Board of Directors.

Section 7. Items of business may be submitted by the President to the full membership of the Board of Directors requesting a vote by mail ballot. The
contents of the proposals and the results of such mail ballots are reported to the Recording Secretary and incorporated in the minutes of the next meeting of the Board of Directors.

Section 8. Any member in good standing with a concern about the operation of the ASMTA organization may contact the President and request in writing to have his or her concern put on the next Board of Directors meeting agenda and be permitted to speak at the meeting to present his or her concerns to the Board of Directors.

ARTICLE VII - MEMBERSHIP BUSINESS MEETING

Section 1. Membership Business meeting of the Association is held each year as a part of the annual convention.

Section 2. A majority of the registered members at the annual convention constitutes a quorum of the general membership.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1. A group of three or more teachers may form a Local Association by fulfilling the requirements of the By-Laws for the purpose of local meetings, recitals, etc., which are more convenient to them and their students.

Section 2. Student Chapters, Pre-College and/or College, may be formed by members of ASMTA by fulfilling the requirements of the By-Laws.

ARTICLE IX - AMENDMENTS

This constitution may be amended upon the recommendation of the Board of Directors at the annual Membership business meeting by two-thirds vote of the Active Membership present and voting, or, by mail ballot by a two-thirds vote of Active members voting within the prescribed time limit for returning ballots. Written notice of the proposed amendments must be submitted to the membership at least four weeks in advance.

BY-LAWS of the
ARIZONA STATE MUSIC TEACHERS ASSOCIATION
affiliated with Music Teachers National Association

The following revision of the BY-LAWS of the ARIZONA STATE MUSIC TEACHERS ASSOCIATION was adopted by the ASMTA Board of Directors at their board meeting in Phoenix, Arizona, September 7, 1996.

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 upon the payment of 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.
PATRON MEMBERSHIP is open to all persons not professionally engaged in any field of musical activity, but who wish to support the program of the Association. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office.

Section 3.
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.

Section 4.
HONORARY LIFE MEMBERSHIP is conferred by the Board of Directors upon individuals who have given distinguished service to the ASMTA or to the art of music. An Honorary Life member pays no state dues and ASMTA will pay their national dues. Honorary Life members qualifying for Active or Associate membership have the rights and privileges of such membership.

Section 5.
BUSINESS MEMBERSHIP is open to any individual, organization, institution, or business firm for one year which contributes $500.00 or more to current funds or for special projects. ASMTA will pay their national dues. Such membership provides admission to all programs of the Association upon payment of registration fee and a subscription to the American Music Teacher, but does not include the right to vote or hold office or enter students in auditions and recitals.

Section 6.
No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of ASMTA. Any accusations that a member of ASMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of ASMTA, who shall immediately report the accusations 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 II - MEMBERSHIP YEAR
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.

ARTICLE III - DUES
Annual dues, Local Association, State and National, shall be due and payable by July 1 of each year. Members who have not paid the dues for the current fiscal year are not entitled to the privileges of membership. The Board of Directors shall determine the amount of the State dues for all membership categories over and above the National Membership dues, which are determined by the Music Teachers National Association. Each Local Association may assess its members by a vote of the Local Association Board.

ARTICLE IV - CONVENTION
The official convention of the ASMTA shall be held annually. The time and place shall be determined by the Board of Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS
Section 1.
The First Vice-President, Second Vice-President, Fourth Vice-President, Secretary and Treasurer shall be elected in odd years at the annual Membership Business meeting at the annual convention. The Third Vice-President shall be elected each year at the annual Membership Business meeting at the annual convention.

Section 2.
Voting for vacant elective officer positions will take place at the annual Membership Business meeting at the state convention. The slate of officers on the ballot will have been recommended by the Nominating committee. Nominations from the floor will be allowed, providing the nominee is eligible for election and has consented to be a candidate. Final vote shall take place on written numbered ballots.

Section 3.
A majority vote of those present, qualified to vote and voting at the annual Membership Business meeting at the state convention shall constitute an election. Should there be but one nominee for each office, the Secretary may be instructed to cast the ballot for the nominee(s).

ARTICLE VI - TERMS AND DUTIES OF THE BOARD OF DIRECTORS
Section 1.
The Board of Directors of ASMTA shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, Immediate Past President, Presidents of the Local Association, Certification Committee Chair and Arizona Study Program Committee Chair. No officer may hold a national, division or state office concurrently except the immediate past president.
Section 6.
The Third Vice-President, Conventions, is responsible for all matters pertaining to the Annual ASMTA Convention and any statewide activity days planned. The Third Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 7.
The Fourth Vice-President, Publications, oversees the work of the Musigram and Directory Staffs, the Membership, Public Relations and AMEA community Outreach committees, and the preservation of the ASMTA Archives and publications which may be designated by the Board. He/she also prints and distributes the Constitution and By-Laws annually. The Fourth Vice-President will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of his/her programs to the Board of Directors for their approval.

Section 8.
The Immediate Past President shall serve as Chair of the Nominating Committee and shall implement the state election procedures exactly as set forth in the By-Laws, Article IV Section 2 and Article VII Section 1. He/she also serves as Parliamentarian according to Robert's Rules of Order - Newly Revised.

Section 9.
The Recording Secretary keeps the minutes of all business meetings of the Association, and of all meetings of the Board of Directors, sends copies of the minutes of the Board of Directors' meetings to the members of the Board within thirty days after the meetings and see that those minutes and minutes of the Annual Membership business meeting of the Association are in legal form and properly preserved in a permanent Secretary's Minute Book. The Secretary shall also send the President a copy of all minutes, which is to be kept in a permanent President's Minute Book. The Secretary shall also carry out such other duties as are assigned by the Board of Directors.

Section 10.
The Treasurer shall receive all monies and shall make all disbursements upon the direction of the Board of Directors and the President. He or she shall deposit all monies in a bank designated by the Board of Directors. The Treasurer is responsible for the maintenance of proper financial records and for the preparation of an annual report to the Board of Directors. An auditor selected by the Board of Directors shall make annual audit at the close of the fiscal year. The Treasurer shall provide an up to date accounting of expenditures for the present fiscal year in advance of the spring meeting to the Board of Directors to enable the Board of Directors to prepare and approve the annual budget at the spring Board meeting.

Section 11.
The Local Association Presidents shall plan and supervise all local meetings, projects and business. All monies from such meetings, projects and businesses shall be deposited in a local bank account and be disbursed by the Local Association President and the Local Association Board of Directors. Local Association Presidents shall serve as members of the nominating committee for the duration of their term in office.

Section 12.
The Certification Committee Chair is appointed by the President. Candidates eligible for the appointment must have served on the committee for a previous three year period. The Certification Committee Chair shall receive, evaluate and process applications for certification and renewal of certification, keep all Certification records, answer correspondence relative to certification and disseminate information about certification. He/she will make recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of the Certification program to the Board of Directors for their approval.

ARTICLE VII - COMMITTEES

Section 1.
The Nominating Committee shall consist of the Immediate Past President acting as Chair of the Committee and the Local Association Presidents. This committee shall meet immediately following the fall board meeting to select a slate of officers for the upcoming vacant elective officer positions. The chair shall report the selected state of officers to the Musigram editor for publication in the convention issue.

Section 2.
The Certification Committee shall consist of three members appointed by the President with the approval of the Board of Directors. The terms shall be three years in length and arranged so that one member is appointed to the committee each year. In odd numbered years the President, with Board approval, shall designate a continuing committee member to serve as chair for two years. Members must be nationally certified teachers of music and may not serve more than two terms consecutively.
Section 3.

The Arizona Study Program Committee members should be Nationally Certified. They shall serve three year terms. The committee shall consist of the Chair, a Secretary, Assistant Treasurer, one study program chair from each local Association, as well as other members needed. The Assistant Treasurer shall receive all monies relating to the Arizona Study Program, shall maintain proper financial records, deposit monies in the Arizona Study Program bank account and prepare quarterly reports for the Treasurer. These financial records shall be part of the annual audit.

The duties of the Arizona Study Program committee are to implement the successful operation and continued functioning of the ASP for students of ASMTA members. They will prepare recommendations for such changes and improvements as are deemed necessary for successful operation and continued functioning of the ASP which their Chair will bring to the Board of Directors for their approval.

ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS

Section 1.

Any group of three or more teachers may petition the Board of Directors for affiliation as a Local Association by providing the First Vice-President with evidence that the following requirements have been fulfilled:

A. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA;
B. That its fiscal and membership year coincide with that of ASMTA and MTNA;
C. That two copies of the Local Association governing document (e.g., Constitution, By-laws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 2.

Upon finding that a Local Association has fulfilled the requirements of Section 1 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 3.

Any group of students may petition the Board of Directors for affiliation as a Student Chapter by providing the First Vice-President with evidence that the following requirements have been fulfilled:

A. That it has a sponsor or advisor who is an active member of ASMTA and MTNA;
B. That it guarantees that 100 per cent of its membership are in good standing in ASMTA and MTNA;
C. That its fiscal and membership year coincide with that of ASMTA and MTNA;
D. That two copies of the Student Chapters governing document (e.g., Constitution, By-laws) have been filed with the First Vice-President and that they are harmonious with those of ASMTA and MTNA.

Section 4.

Upon finding that a Student Chapter has fulfilled the requirements of Section 3 of this Article the First Vice-President notifies the President that approval is recommended and requests that approval or disapproval be voted on by the members of the Board of Directors at their next scheduled meeting.

Section 5.

In referring to its affiliation, each Local Association or Student Chapter will use the phrase "Affiliated with the Arizona State Music Teachers Association" and the "Music Teachers National Association".

Section 6.

Annual renewal of a Local Association or Student Chapter will be made without reconsideration by the Board of Directors provided:

A. That the affiliate has not formally notified the President that it wishes to discontinue affiliation.
B. That all provisions of Section 1 of this Article for Local Associations or Section 3 of the Article for Students Chapters continue to be fulfilled.
C. That all changes in the constitution and by-laws of the affiliated Local Association or Student Chapter have been filed with the First Vice-President and that they are harmonious with the Constitution and By-laws of ASMTA and MTNA.
D. That the annual report of the First Vice-President states that the administration of the program of activities has continued to meet the original requirements.

Section 7.

The Board of Directors may suspend or terminate any affiliate at any time for justifiable cause.

ARTICLE IX - AMENDMENTS

The By-Laws may be amended by the Board of Directors at any of the Board meetings by a majority vote of the members present and voting, the proposed amendments having been submitted by mail to the Board Membership at least one week before the prescribed deadline for voting.
MTNA CODE OF ETHICS  
Adopted by ASMTA May 1992

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 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.
- Members shall maintain and increase the prestige of the art of teaching and shall promote the teaching of music as a culturally enriching profession.
- When asked, members shall assist those seeking guidance in selecting an independent teacher by suggesting the name 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.

RESPONSIBILITIES TO OUR STUDENTS
- The relationship between teacher and student shall be established, maintained and terminated with appropriate professional manner.
- 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.