

DEMTA Constitution and Bylaws

Douglas-Elbert Music Teachers Association

Revised & Ratified October 3, 2013

...Douglas-Elbert Music Teachers Association

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Douglas-Elbert Music Teachers Association

CONSTITUTION

Article I- NAME AND ADDRESS

1. The name of this non-profit organization shall be Douglas-Elbert Music Teachers Association (DEMTA), hereinafter referred to as "the Association."
2. The registered post office address of the Association initiated in the 1999-2000 fiscal year is P.O. Box 3051, Parker, Colorado 80134-3051. The official address may be changed from time to time as the members of the Association may agree.

Article II- VOTING, TERM, AND OPERATION

1. The Association shall have voting members.
2. The term of the Association shall be perpetual.
3. The Association is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) Internal Revenue Code.

Article III- PURPOSES

1. The purposes of the Association are:
 - a. to promote the professional development of members through education;
 - b. to provide live performance opportunities for students and teachers for musical growth;
 - c. to provide scholarships to students for music study; and
 - d. to promote cultural musical arts in the community.

Article IV - ACTIVITIES

1. Monthly membership meetings are held September through June of each year. Meetings are held at the Parker Bible Church (PBC), 4391 E Main Street, Parker, Colorado, 80134 and may be changed from time to time as members of the Executive Board may agree.
2. Other meetings may be convened during the year for Standing, Working, or Ad Hoc committees.
3. Programs are presented for the education of the membership.
4. A monthly newsletter (except July and August) is published and distributed by mail or through email to all members in good standing.
5. Student Recitals are held throughout the year.

6. The Association sponsors and conducts a music festival annually.
7. Fund-raising events are held for student music scholarships and other worthy projects.
8. Scholarships are awarded annually to selected student applicants as funding allows.
9. Teacher referrals are provided for the community.
10. A library of various media is increased annually and maintained for the education of the Association members.

Article V- MEMBERSHIP

1. The membership of this Association may consist of Active, Patron and Honorary members.
 - a. **Active Member:** Any person currently or previously engaged professionally in any field of music activity. Those persons holding active membership shall be entitled to vote, hold office, receive the official Association publications and participate in all Association activities and programs upon payment of appropriate fees. Active members should expect to attend meetings regularly, lead or assist committees and help with specific activities such as Festival and recitals.
 - b. **Patron Member:** Any firm, educational institution or individual wishing to contribute to the maintenance of the Association. The Patron Member pays dues, but does not hold office, vote, or present students in performance.
 - c. **Honorary Member:** Any individual who has membership conferred by the Association based on the recommendation of the Executive Board. The Honorary Member receives a newsletter but does not pay dues and does not hold office, vote, or present students in performance.
 - d. The Association shall not discriminate against any member on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran status, or political service or affiliation.

Article VI - EXECUTIVE BOARD

1. The management and government of the Association shall be vested in an Executive Board consisting of: President, Vice-President for Membership, Vice-President for Public Relations, Secretary, Treasurer, Newsletter Editor, Program Chair, Parliamentarian, and Immediate Past-President.
2. All members of the Executive Board shall be voting members in good standing.

ARTICLE VII - COMMITTEES

1. The Association shall have Standing Committees, Working Committees, and Ad Hoc Committees.
2. Committees may consist of one member.
3. Committee chairpersons may select their own committee members (except Nomination & Election Committee).

Article VIII - DISPOSITION OF ASSETS ON DISSOLUTION

1. It is intended that this Association shall operate as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code.
2. No distribution of the property of the Association shall be made upon its final dissolution until all debts are fully paid; nor shall the Association be dissolved or any distribution made except by a vote of a two-thirds (2/3) majority of the members present and voting, providing a quorum exists.
3. Upon dissolution, assets shall first be offered for purchase by the Association members. Any remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

Article IX - PERSONAL GAIN

1. No officer or member of the Association shall receive or become entitled to receive any monetary profit from the Association; however, compensation from the Association may be paid for any services rendered to the Association by any officer or member or any other person or corporation if authorized by the Executive Board.

Article X - AMENDMENTS

1. This Constitution may be amended at a general Membership meeting, or at any special meeting called for that purpose, by an affirmative vote of a two-thirds (2/3) majority of the members present and voting, providing that a quorum exists.
2. A quorum consists of a simple majority of the Executive Board, plus five active members.
3. Any proposed amendment must be published in the newsletter not later than one month prior to action.

Article XI - RATIFICATION

1. This Constitution may be ratified at a membership meeting by a simple majority vote of those members present, providing that a quorum exists.
2. This Constitution shall be in effect immediately upon ratification.

BYLAWS

Article I- MEMBERSHIP

1. The membership of the Association shall consist of Active, Patron, and Honorary members.
2. Membership applications for both new and renewing members are distributed, maintained, and kept on file by the Vice-President for Membership.
3. Prospective Patron members shall be invited to join the Association at any time and contribute toward its maintenance in a non-voting, non-office-holding capacity. (Patron members do not pay late fees).
4. To be eligible for participation in the Music Festival, new members must join the Association at least one month prior to Festival date.
5. The Executive Board reserves the right to reject the membership of any member or prospective applicant by a two-thirds (2/3) majority vote.

Article II- MEMBERSHIP DUES

1. The Association's fiscal year shall be April 1 to March 31.
2. Members pay dues to MTNA which includes National, State & Local dues. MTNA then disburses the local portion of those dues back to DEMA.
3. Local dues for the following fiscal year are determined in October by the members of the association. MTNA will then be notified of any changes.

Article III- PRIVILEGES OF MEMBERSHIP

1. All active members in good standing shall be admitted to meetings and functions of the Association and are entitled to vote and hold office.
2. Members shall receive a monthly newsletter (except July/August).
3. Members may select students to perform in the Association's Student Recitals.

4. Members' students are eligible to participate in the Association's Music Festival and may be chosen to perform in the Music Festival Honors Concerts.
5. Members may receive referrals for music lessons, if desired.
6. Members gain professional development from educational programs and workshops provided by the Association.
7. Member teachers may participate in Teacher Recitals or other performances.
8. Members benefit from networking among themselves and other music professionals.
9. The names of Patron members and grant sponsors shall be listed in the programs of Student Recitals, Music Festival Honors Concerts, and other media, if applicable.

Article IV-OFFICERS, NOMINATION AND ELECTION

1. The nomination process shall be as follows:
 - a. February Membership Meeting (three months before the annual election of officers in May) - the general membership elects a Nomination and Election Committee of one (1) from the active membership. With the chairperson, this committee prepares a slate of proposed candidates for officer and standing committee chairperson openings. Executive Board members may not serve on the Nomination and Election committee.
 - b. April Membership Meeting (one month before the annual election of officers in May) - the Nominating and Election Committee notifies all members of the slate of nominated candidates for each open office and chairperson of standing committees. Nominations may also come from the floor with prior consent of the nominees. The slate of nominees is to be published in the May newsletter.
 - c. May Membership Meeting - active members in good standing and present at the meeting shall elect the candidates for officers and standing committee chairpersons by written ballot. When there is but one candidate for any office, he or she may be elected *via voce*.
2. Each active member in good standing shall be entitled to one (1) vote in person.
3. Proxy votes are not permitted.
4. Write-in votes are not permitted.

Article V- TERMS AND VACANCIES OF OFFICES

1. Terms for designated offices begin every other year, so that such terms of offices are staggered and overlap. The offices of President, Vice-President for Membership, Treasurer, and Newsletter Editor are elected in even-numbered years; the terms for the Vice-President for Public Relations, Secretary, Program Chair and Parliamentarian are elected in odd-numbered years.

2. Officers shall be eligible to serve two consecutive two-year terms in the same office, except the Treasurer, who may serve more than two consecutive two-year terms.
3. New officers shall be elected at the May membership meeting and installed one month later at the June membership meeting.
4. Vacancies in offices that occur during service of a term shall be filled by appointment of the Executive Board, except the office of President. A vacancy in the office of President shall be filled at the next membership meeting by nomination and vote of the membership, providing a quorum exists. Persons who serve by filling and completing vacancy terms are eligible thereafter to run for offices at designated term lengths as defined in this document.

Article VI- OFFICERS AND STANDING COMMITTEE CHAIRPERSONS

1. The Officers and Standing Committee Chairpersons who form the Executive Board are as follows: President, Vice-President for Membership, Vice-President for Public Relations, Secretary, Treasurer, Newsletter Editor, Program Chair, Parliamentarian, and Immediate Past-President.

These Officers and Standing Committee Chairpersons lead the following committees: President - Executive Board, Vice-President for Membership - Membership Committee; Vice-President for Public Relations - Public Relations Committee; Treasurer - Finance Committee; Newsletter Editor - Editorial Committee; Program Chair- Program Committee; Parliamentarian - Constitution/Bylaws Committee.

2. The Officers and Standing Committee Chairpersons are elected for a term of two years by the Association.
3. The Standing Committees deal with continuing and long-range needs. Each is usually a committee-of-one consisting of the chairperson. As the Association grows and more service is needed, chairpersons may recruit members to serve on their committees.

Article VII- OFFICER AND STANDING COMMITTEE DUTIES

1. PRESIDENT
 - a. Presides at all Association general membership meetings, and at all meetings of the Executive Board;
 - b. Supervises all the activities of the Association;
 - c. Prepares an agenda for meetings of the Association and the Executive Board
 - d. Instructs all officers in their respective duties;

- e. Appoints chairpersons of working committees where vacancies exist;
- f. Appoints chairpersons of ad hoc committees as needed;
- g. Enforces due observance of the Constitution, Bylaws, and parliamentary procedure;
- h. Acts as an ex-officio member of all committees of the Association, except for the Nomination and Election Committee;
- i. Negotiates annually together with immediate past-president the contract with Parker Bible Church administration for the care, maintenance and safety of the Mason & Hamlin semi-grand piano.
- j. Acts as liaison between CSMTA and the association. Serves on the state advisory board requiring attendance at 2-3 meeting per year. Files various reports with CSMTA throughout the year, including year-end reports.
- k. Executive Board, chaired by the President, has these duties:
 - 1. Manages the affairs of the Association;
 - 2. Generates and formulates policy for later consideration by the general membership;
 - 3. Implements specific functions indicated in the Bylaws and other functions delegated by the general membership.
 - 4. A simple majority of the Executive Board constitutes a quorum for the transaction of business, unless otherwise specified in the Constitution/Bylaws;
 - 5. General meetings of the Executive Board are open to any Association member unless the meeting or part of the meeting is designated as closed session.
 - 6. The Executive Board by a two-thirds (2/3) majority vote may dismiss any Executive Board member who is absent from three or more board and/or membership meetings and fill the vacancy by appointment until the next election.

2. VICE-PRESIDENT FOR MEMBERSHIP

- a. May act in the absence of the President;
- b. Acts as advisor to the President;
- c. Makes lesson referrals;

- d. Send monthly, up-dates roster to active membership and Parker Bible Church Secretary.
 - e. Recruits new members and develops and maintains contact with present and prospective members throughout the membership area;
 - f. Prepare name tags for monthly meeting and festival.
 - g. Keep membership files up-to-date including notifying those members not current with dues.
 - h. Forwards name and information of new members to the Newsletter Editor for publication.
 - i. MEMBERSHIP COMMITTEE, chaired by the Vice-President for Membership, carries out the above duties.
3. VICE-PRESIDENT FOR PUBLIC RELATIONS
- a. Promotes public relations;
 - b. Publicizes recitals, Festival, and other events of the Association;
 - c. Responsible for getting posters or other association signs set up for festival;
 - d. Solicit patrons from the business community;
 - e. Procures rewards for students from area businesses, when needed.
 - f. PUBLIC RELATIONS COMMITTEE, chaired by the Vice-President for Public Relations, carries out the above duties.
4. SECRETARY
- a. Takes minutes of each Association membership meeting, emails a copy to the membership within a week and a copy to the President and Newsletter Editor for publication in the monthly newsletter.
 - b. Takes minutes of each Association Executive Board meeting and distributes copies to each board member.
 - c. Provides sign-in list for attendance;
 - d. Keeps on file all minutes from meetings, relevant papers, and committee reports;
 - e. Reserves, annually, the site and sets dates for membership meetings;
 - e. Completes end-of –year CSMTA secretary report and submits to state organization.

5. TREASURER

- a. Maintains custody of all funds and securities as well as insurance policies of the Association;
- b. Maintains records of all incomes and disbursements;
- c. Pays out money as may be necessary in the transactions of the Association;
- d. Endorses for collection or deposit all checks and other negotiable instruments;
- e. Keeps regular books of account;
- f. Keeps custody of the Association's employer ID number (EIN), Colorado tax-Exempt number and founding documents;
- g. Submits financial information required for grants and assists with presentations, when needed.
- h. Prepares and distributes an annual budget at the September Association meeting and obtains approval from the membership at the October meeting;
- i. Monitors expenses to ensure adherence to the budget;
- j. Reports condition of finances at membership meetings and whenever called for by the Executive Board;
- k. Maintains a file of Treasurer reports;
- l. Responds to specific information needed by individuals or committees;
- m. At the end of the fiscal year, the Executive Board may require the Treasurer to submit the organization's financial books and records to an authorized, qualified accountant for an audit and review of the accounts in sufficient time to prepare the report for presentation at the September membership meeting. A copy of said report shall be made available to all members at this meeting.
- n. Under the direction of the Executive Board, the Treasurer may be required to be Bonded;
- o. Keeps key to association box, periodically checks and delivers mail to appropriate persons;
- p. Files annual documents and tax forms to government agencies.
- q. FINANCE COMMITTEE, chaired by the Treasurer, carries out the above duties.

6. NEWSLETTER EDITOR

- a. Stays current on Association news and gathers information about Association activities and relevant topics to publish in the monthly newsletter, *Applause*;
- b. Works with Secretary to publish minutes from the previous Association's membership meeting;

- c. E-mails or post-mails newsletter in time to be received by members five-to-seven (5-7) days prior to the membership meeting date, September through June.
- d. E-mails members to solicit new articles, facts and calendar events for the upcoming newsletter, to be received by the 20th of the month.
- e. EDITORIAL COMMITTEE, chaired by the Newsletter Editor, carries out the above duties.

7. PROGRAM CHAIRPERSON

- a. Plans programs, in conjunction with membership meetings, to promote professional development and continuing education;
- b. Prepares and submits annual program budget;
- c. Prepares presenters bio for newsletter and program introduction;
- d. Arranges for remuneration for guest speakers, according to the annual budget;
- e. Sends Thank you notes to presenters;
- f. PROGRAM COMMITTEE, chaired by the Program Chairperson, carries out the above duties.

8. PARLIAMENTARIAN

- a. Serves the Executive Board and general membership by advising the President, officers and members of rules of order and procedures when necessary or relevant, under the authority of *Roberts Rules of Order, Simplified and Applied*.
- b. CONSTITUTION/BYLAWS COMMITTEE, chaired by the Parliamentarian, carries out these duties;
 - 1. Conducts periodic review of the Constitution and Bylaws to identify any needed revisions;
 - 2. Drafts specific revisions upon request;
 - 3. Guides the Association membership through procedural steps for Constitution and Bylaw revision, as needed.

9. IMMEDIATE PAST-PRESIDENT

- a. May Act in the absence of the President;
- b. Acts as general advisor;
- c. Acts as liaison to working and ad hoc committees, when requested;
- d. Performs specific duties assigned by the President or requested by the Executive Board.

Article IX- CHAIRPERSONS AND WORKING COMMITTEES

1. Working Committee Chairpersons are appointed and execute a clearly defined task. Committee chairpersons are appointed by the President for a term of one year and may be renewed.
2. The Working Committees are: Nomination and Election, Scholarship, Music Festival, Fund Raising, Piano, Community Outreach, Grant Writing, Library, Historical, Hospitality, Webmaster and Recital.

Article X- WORKING CHAIRPERSONS AND COMMITTEES

1. NOMINATION AND ELECTION

- a. The Nomination and Election Committee is elected by the members at large and may not include members of the Executive Board;
- b. Seeks out and nominates qualified persons to fill vacancies for the election of officers;
- c. Uses the invitation method, the complement method, or the selection method to obtain candidates (see *Procedures for Meetings and Organizations*);
- d. Adheres to the election timetable and organizes and communicates election procedures to the membership;
- e. Conducts the election process at the Association May membership meeting.

2. CONSTITUTION AND BYLAWS

- a. Conducts periodic review of the Constitution and Bylaws to identify any needed revisions.
- b. Drafts specific revisions upon request.
- c. Guides the Association membership through procedural steps for Constitution and Bylaw revision, as needed.

3. SCHOLARSHIP

- a. Receives, in September, a declaration of the amount of scholarship money that will be available for the fiscal year as determined by the Executive Board, based on available funds;
- b. Distributes scholarship application forms to interested Association members;
- c. Collects applications for screening;
- d. Announces scholarship recipients and awards scholarships in writing and at Honors concert to student winners.

4. MUSIC FESTIVAL

- a. Solicits and organizes member volunteers and/or appoints members to carry out a multitude of preparations for the successful operation of the Association's annual Music Festival and Honors Concerts;
- b. Coordinates and monitors the operation of the Music Festival and Honors Concerts.

5. FUND RAISING

- a. Researches and plans fund-raising activities to be implemented throughout the year to raise funds for the Association's scholarship fund and other designated causes.

6. PIANO - MASON & HAMLIN

- a. Oversees the care and maintenance of the Mason & Hamlin grand piano;
- b. Serves as liaison between the association and Parker Bible Church;
- c. Develops and monitors piano use policy;
- d. Schedules use of the piano by entities outside the Association in cooperation with the current venue

7. COMMUNITY OUTREACH

- a. Seeks out appropriate locations for community service by students;
- b. Coordinates, schedules and oversees the Association "Community Connection" outreach program;
- c. Administers the Associations student performance award program.

8. GRANT WRITING

- a. Researches, selects, and applies for appropriate grants, financial or other, in the Association's interest and for its benefit;
- b. Meets criteria to follow grant steps through to completion and acceptance.

9. LIBRARY

- a. Operates under an annual budget for the purchase of educational media;
- b. Maintains a check-in and check-out procedure for loaning materials;
- c. Researches and proposes specific purchases;
- d. Considers requests for acquisitions from members at large;
- e. Calls for a vote of a simple majority of the members present and voting for approval to purchase requested materials.

10. HISTORICAL

- a. Purchases and uses materials to create and maintain Historian Books for the Association;
- b. Documents photos, newspaper articles, brochures, programs, teacher biographies, and other relevant materials for the Historian Books;
- c. Takes photos at association events;
- d. Solicit additional items from members;
- e. Displays the Historian Books at public performances for viewing by the public, when requested;
- f. Design and make display for state convention in June.

11. HOSPITALITY

- a. Maintains a variety of greeting cards to send to Association members as needed;
- b. Coordinates Association's annual, June luncheon meeting to formally recognize outgoing officers and committee chairpersons.
- c. Coordinates membership meeting refreshments.

12. WEBMASTER

- a. Updates and maintains association website: www.demta.org
- b. Updates and maintains Facebook page.

13. RECITALS

- a. Reserve all recital dates and times for the school year with the hosting facility during the previous summer.
- b. Communicate those dates and times to the newsletter editor and the general membership.

- c. Send out an e-mail at least **four** weeks in advance of each recital date to remind teachers that their recital data is due in the hands of the recital chair **two** weeks in advance of the upcoming recital.
- d. Receive all recital entries and communicate to teachers the recital time to which their students has been assigned ASAP so that teachers and families know how to plan. The DEMA treasurer has to have payment to Parker Bible Church two weeks before the recital, so alert treasurer if another recital program needs to be added or subtracted from the prearranged dates and times.
- e. Create recital programs and email copies of each program to participating teachers the week prior to the recital for proofreading.
- f. Ask participating teachers to help with the recitals
- g. Print programs late in the week prior to the recital. DEMA has a tax-free # on file at Office Depot if you want to print there.
- h. Open the building a half hour before the recital and set up.
- i. MC the program or arrange for someone to MC
- j. Put the building back in order and lock securely following the program.

Article XI - AD HOC CHAIRPERSONS AND COMMITTEES

1. AdHoc Committee Chairpersons are appointed by the President and head special task, short-term committees that work on independent activities as needed.

Article XII- FINANCE

1. No debt shall be contracted or liability incurred or contract made by or on behalf of this Association unless same be authorized in the budget or by a duly recorded simple majority vote of the Executive Board.
2. The funds of the association shall be deposited under its name in such bank as the Executive Board may designate.
3. Withdrawal shall be made only by check signed by the Treasurer. Checks for amounts over two thousand dollars (\$2,000.00) shall be countersigned by the President or the Vice-President for Membership.
4. In the case of inability of the Treasurer to sign checks, the President or Vice-President for Membership may sign checks until the appointment of the next treasurer.

Article XIII – MEETINGS

1. An agenda for membership meetings shall be set by the President and published in the newsletter preceding the meeting.
2. The Order of Business at Association business meetings shall be:
 - a. Call to Order
 - b. Presentation of Minutes of last regular meeting and all special meetings held since then.
 - c. Treasurer's Report
 - d. Reports of Standing Committees
 - e. Reports of Working Committees
 - f. Reports of Ad Hoc Committees
 - g. Old (Unfinished) Business
 - h. New Business
 - i. Adjournment

Article XIV – QUORUM AND PARLIAMENTARY AUTHORITY

1. A *quorum* for regular membership meetings shall consist of a simple majority of the Executive Board – five active members. The President shall determine that a quorum is present before conducting official business of the Association.
2. In all its proceedings and deliberations, this Association shall be governed by *Robert's Rules of Order, Simplified and Applied*.

Article XV – AMENDMENTS

1. The Bylaws may be amended at any regular membership meeting, or any special meeting called for that purpose, by an affirmative vote of a two-thirds (2/3) majority of the members present and voting, providing a quorum exists.
2. Any proposed amendment must be in the possession of the members thirty (30) days before taking action on the same.

STANDING RULES

I MEMBERSHIP

1. Members in "good standing" is defined as members who have an application on file, and who have paid membership dues for the current fiscal year.

II MEMBERSHIP DUES

1. Membership dues for active members are payable in full when invoiced by MTNA in April.
2. Benefits of membership available when association receives confirmation from MTNA.
3. Membership dues, April 1 – March 31, are as follows;
 - a. Active Members: \$22.00 annually
 - b. Patron Members: \$22.00 or more annually
 - c. Honorary Members: No Dues

III QUORUMS

1. **The Executive Board Quorum** shall be a simple majority of the Executive Board present and voting.
2. **The Association Membership Quorum** shall consist of a simple majority of the Executive Board, plus five active members. The President shall determine that a quorum is present before conducting official business of the Association.