

BYLAWS OF THE WHITTIER BRANCH MUSIC TEACHERS' ASSOCIATION OF CALIFORNIA

Revised June 2003

ARTICLE I. NAME The name of this nonprofit corporation shall be the Music Teachers' Association of California, Whittier Branch.

ARTICLE II. PURPOSES The purposes of this Association shall be the promotion of musical culture and the pursuit of excellence in the field of music education. The Whittier Branch of the Music Teachers' Association of California, in compliance with all applicable federal and state laws, shall not discriminate. The Whittier Branch will make every effort to accommodate students with special needs in order to make participation in state programs accessible and available to them.

ARTICLE III. MEMBERSHIP

Section 1. The membership of this Association shall be qualified persons who have been duly elected by a majority vote of the State Board of Directors. Membership shall be divided into seven classes: Active Teacher member, Provisional member, Business Affiliate member, Student member, Contributory member, Branch Honorary member.

Section 2. Membership shall be granted only by the State Board of Directors. Application shall be made directly to this branch.

Section 3. Each application for Active Teacher member, Provisional member, Business Affiliate member and Student member shall be made upon the form prescribed by the State Board of Directors and signed by the applicant and two Active Teacher member sponsors. After approval by the majority vote of the Branch Board of Directors, each such application, together with application fees and dues as provided in Article IX of these Bylaws, shall be sent to the State Office, which shall forward it to the State Membership Secretary. After action by the State Board of Directors, notification shall be mailed to the applicant and to the branch.

Section 4. Active Teacher Membership shall be granted to qualified persons with branch approval. Qualifications are: A degree in music from an accredited institution; or the equivalent to a degree in music; active engagement in the profession of teaching music; a minimum of two years music teaching experience.

(a) **Contributory Membership.** An Active Teacher member may become a Contributory member in one branch other than that in which the Active Teacher membership is held by applying to the other branch, paying additionally the dues of the second branch, enjoying privileges extended by the branch, except to vote or to hold office. Contributory members must honor the obligations set forth by the Whittier Branch for its various projects.

(b) **Branch Transfer.** Any member in good standing may transfer from one branch to another upon application to the board of the branch in which membership is desired. Upon acceptance, notification shall be sent to the Treasurer and Membership Secretary of the member's former branch. Both branches shall then confirm the transfer of membership to the State Office. Final acceptance of the transfer membership shall be determined by a two-thirds vote of the Whittier Branch Board of Directors.

Section 5. Provisional Membership shall be granted to those persons offering satisfactory evidence of the intention and ability to qualify for Active Teacher membership within a three-year period. Extensions may be granted according to State bylaws. If more time is needed to fulfill requirements, the Provisional member may apply in writing to the State Membership Secretary for a two-year extension and the request will be presented to the State Board of Directors for approval.

Section 6. Business Affiliate Membership may be approved for non-teaching persons, such as firms and institutions interested in the purposes of the Association.

Section 7. Student Membership shall be granted to students pursuing college degrees as music majors. Membership in this class shall not exceed a period of eight years.

Section 8. Honorary Branch Membership may be awarded to persons who, in the judgment of the Branch Board of Directors merit special honor. Honorary branch members enjoy all privileges extended by the branch, except to vote or to hold office.

Section 9. Voting, Holding Office. All members of the Association in good standing shall be able to take part in the activities of the Association, except that only Active Teacher members shall be allowed to vote or hold office.

Section 10. Participation in Activities of the Association.

(a) Participation in State activities shall be available to all teachers in good standing.

(b) Participation in Whittier Branch activities shall be available to all teachers in good standing meeting additional Branch obligations.

Section 11. Resignations shall be submitted in writing to the branch. The branch shall notify the State Office and the State Membership Secretary at once of such resignations.

Section 12. Suspension or Revocation of Membership. The State Board of Directors, by a two-thirds vote, may suspend or revoke the membership of any member violating the Bylaws or acting in a manner harmful to the Association.

Section 13. Good Standing. To be a member in good standing, all monetary fees, fines and dues must be current with both the State and Branch.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. The Board of Directors of the Whittier Branch shall be composed of the officers of the Branch, the elected directors and the appointed directors and shall conduct the general business of the Branch.

Section 2. It shall be the duty of the Board of Directors to initiate, administer, or eliminate Branch activities or parts thereof.

Section 3. The Board of Directors shall hold not less than four meetings a year, time and place to be decided by the board. Other meetings may be called as deemed necessary by the President or at the request of four members of the board. Five members shall constitute a quorum. Any officer missing more than two consecutive meetings without valid reason may be relieved of office.

Section 4. To the fullest extent permitted by law, this branch shall indemnify the members of the Board of Directors, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them, arising from any claim of any nature whatsoever.

ARTICLE V. OFFICERS

Section 1. The Officers of the Whittier Branch shall be President, Vice President, Recording Secretary, Membership Secretary, Corresponding Secretary, and Treasurer. Up to four advisory directors shall be elected from past officers and shall include the immediate past president. Up to four additional committee directors shall be appointed and shall include the Certificate of Merit, Bach Festival and Concerto Concert chairpersons and shall also include a representative for the branch instrumentalists.

Section 2. These officers shall perform the duties prescribed by these bylaws and by the current edition of Robert's Rules of Order, Newly Revised.

Section 3. A Nominating Committee of three members shall be elected by the Board of Directors no later than March of the election year. This committee shall nominate in April, officers and advisory directors to be elected in May and installed in June. Nominations from the floor may be made in April, provided the consent of each candidate has been obtained.

Section 4. Any Active Teacher member of the branch in good standing for a period of one year may be eligible as a candidate for any office. No person shall be submitted as a candidate for any office without the consent of such person having been previously obtained.

Section 5. Voting shall be by ballot at the May meeting. When there is only one candidate for any office, the ballot for that office may be dispensed with, and an oral vote taken. The President shall appoint a committee to count the ballots, when necessary. Elections are to be held in the even-numbered calendar years.

Section 6. The candidate receiving the majority of votes of members in good standing shall be elected. All balloting shall be secret.

Section 7. The officers shall be elected to serve for two years or until their successors are elected, and their terms of office shall coincide with the fiscal year beginning on August 1.

Section 8. A vacancy among the officers shall be filled for the unexpired term by a vote of the remaining officers at a meeting of the Board of Directors within thirty days after such a vacancy has occurred.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall:

- (a) Preside at all meetings of the board of directors and at the regular meetings of the membership.
- (b) Sign all contracts and other instruments in writing, which have first been approved by the board.
- (c) Counter-sign all checks drawn by the Treasurer upon the depository.
- (d) Call the board together whenever deemed necessary, and shall guard the interests of the association in all its departments.
- (e) Appoint an auditing committee to examine all accounts of officers handling money, which shall report to the board by the September meeting following the election of the new Treasurer.
- (f) Prepare a report of the activities of this branch for the annual convention of the State Association.
- (g) Attend the annual convention, or arrange a delegate.
- (h) Appoint all committee chairpersons and shall be ex-officio member of each committee, except the Nominating Committee.

Section 2. The Vice President shall:

- (a) Perform all duties of the President in the absence of that officer.
- (b) Be Program Chairperson.
- (c) Assist the President and perform such supervisory duties as may be assigned by the President.

Section 3. The Recording Secretary shall keep an accurate record of all proceedings of each meeting and activities of the branch, which shall be kept in a book supplied for that purpose.

Section 4. The Corresponding Secretary shall handle all business correspondence and send all notices and newsletters.

Section 5. The Treasurer shall:

- (a) Receive all moneys.

- (b) Pay all bills as authorized by the board.
- (c) Keep an accurate record of all receipts and disbursements.
- (d) Give a report at board meetings and regular membership meetings.
- (e) Forward to the State Office a report on the financial status of this branch by August 15 of each year.
- (f) Order the Past President's Pin before June of the election year.

Section 6. The Membership Secretary shall:

- (a) Provide prospective members with the proper application form.
- (b) Meet with prospective members to explain the privileges and responsibilities of membership.
- (c) Receive membership applications, together with documents supporting qualifications for membership.
- (d) Present applications to the board for approval and obtain signatures of sponsors.
- (e) Send the applications to the State Board for approval.
- (f) Inform the applicant of acceptance.

Section 7. The Directors shall assist the President and serve on Committees, and shall act in an advisory capacity to the rest of the board.

Section 8. Retiring Officers shall brief the new officers and shall transfer, within thirty days, all records, books, funds and other material pertaining to their respective offices.

ARTICLE VII. MEETINGS

Section 1. The regular meeting of the Whittier Branch shall be held once a month from September to June inclusive unless otherwise specified by the Board of Directors.

Section 2. The regular meeting in May shall be known as the Business meeting and shall be for the purpose of electing officers in an even-numbered election year, receiving reports of officers and committees and for any other business that may arise.

Section 3. Special meetings may be called by the President, Board of Directors, or upon written request of ten members of the branch. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 4. Ten members of the branch shall constitute a quorum.

ARTICLE VIII. COMMITTEES

Section 1. Committees shall be those authorized by the Board of Directors. Chairpersons and members of these committees shall be appointed by the President and approved by the Board of Directors at the beginning of the fiscal year and shall serve until their successors are appointed.

Section 2. Duties of the Committees shall be prescribed by the Board of Directors.

ARTICLE IX. DUES AND FEES

Section 1. Application Fees. Each new applicant shall pay a non-refundable State Association application fee, Student Members excepted.

Section 2. Dues.

- (a) Each member shall pay annual State dues as set by the State Board of Directors in the manner prescribed plus annual Branch dues as set by the Branch Board of Directors. Dues are due upon receipt of invoice.
- (b) An Active Teacher member upon reaching the age of 70 and upon a one-time application to the State Board of Directors, may thereafter be allowed to pay half the normal State Association and Branch dues, maintaining all rights of Active Teacher membership; such application shall be made through the Branch Membership Secretary. The member must notify the Branch Membership Secretary of such eligibility.
- (c) Dues will be waived for a member who has reached age 80, and has been an Active Member in good standing for at least ten (10) years.
- (d) Failure to pay fines and late fees levied by the Branch will result in the loss of Branch privileges.
- (e) Dues advanced by an applicant for membership shall be returned immediately if the applicant is rejected.
- (f) The Branch fee for dues shall be changed with approval of the majority vote of those present at a regular meeting.
- (g) Contributory members shall pay Branch dues only.

Section 3. Delinquencies. If dues are not postmarked to the State Office on or before August 1, membership is forfeited.

Section 4. Reinstatement. Application for membership from a person who has been a member of the Association previously shall be handled as follows: membership may be restored upon payment of a reinstatement fee and all dues for the current year to the branch where membership terminated. The Branch may assess its own late fee and require approval for reinstatement. Additionally, a Change of Status form and verification of previous membership in good standing must be included. Verification must be provided by the Branch Membership Secretary.

ARTICLE X. RELATIONSHIP WITH THE STATE ASSOCIATION

Section 1. Representation. The Whittier Branch shall have representation at the Annual Meeting of the Association by official delegates, one delegate for each 25 (or fraction thereof) Active Teacher members whose current dues are paid. Voting at the business meeting shall be by delegate vote only. Any other Active Teacher member may have a voice in the discussions of the Association.

Section 2. Bylaws. These bylaws and amendments of these bylaws shall be in harmony with State Bylaws and shall be submitted to the State Board of Directors for approval before they become operative. When a State Bylaw amendment affects these bylaws, or produces a lack of conformity with these bylaws, these bylaws shall be amended as needed and submitted to the State Board for approval.

Section 3. Liability. This branch has no authority to incur any indebtedness or contract any obligations, which might be construed or could be considered a liability of the State Association.

Section 4. Financial Reports. This Branch shall have the same fiscal year as the State Association, from August 1 through July 31, and shall send financial reports to the State Office on official forms on or before August 15 of each year.

Section 5. Indemnification. This branch shall defend and indemnify the Music Teachers' Association of California and its officers, directors, agents and employees and save them harmless from and against any and all liability, damages, costs, or expenses, including attorney's fees, arising from any act, omission or negligence by the branch, or its officers, directors, employees or agents, arising from any claim of any nature whatsoever.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this branch in all cases where they apply and where they are not inconsistent with these bylaws and any special rules of order that the State Association or this Branch may adopt.

ARTICLE XII. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the branch by a two-thirds vote, provided that the amendment has been submitted in writing to all Active Teacher members by mail at least five days prior to the meeting.

ARTICLE XIII. CODE OF ETHICS

The Code of Ethics is made a part of the bylaws of the Whittier Branch as a guide for the professional conduct of all members of the Association.

Preamble. We, the members of the Music Teachers' Association of California, Whittier Branch, dedicate this code:

- To the advancement of the standards of music education.
- To our dignified relationship to students, fellow teachers and the public.
- To a broader and more cultural education for both students and teacher.
- To cooperation and good fellowship among members.
- To observance of the Golden Rule.

Code. Therefore, be it resolved that it shall be unethical for a teacher or an institution:

- To do personal proselytizing of students from the classes of others.
- To present any student as ones own until after an enrollment of six months, unless by consent of the former teacher.
- To accept a pupil if aware of an unresolved indebtedness to a former teacher.
- To disparage the work of a colleague.
- To make specific promises and hold out illusory hopes to students.

Section 1. The studio of any teacher member of the Whittier Branch may be enjoined from using a Whittier Branch activity for a period of time designated by the Board of Directors for repeated violations or misuse of activity rules, either by teacher or student, as set forth by the Whittier Branch Association.