

CYPRESS CREEK MUSIC TEACHERS ASSOCIATION CONSTITUTION AND BYLAWS

REVISED 2018

ARTICLE I. NAME

The name of this organization shall be the CYPRESS CREEK MUSIC TEACHERS ASSOCIATION.

ARTICLE II. OBJECTIVES

Section 1. The Association shall be organized and operated exclusively for educational purpose within the meaning of 501(C)(3) of the Internal Revenue Code of 1954. All activities of the Association shall be educational and shall be for the promotion of the art of music and the advancement of musical knowledge. The Association is not organized for profit and no part of its net earning shall benefit any individual or entity.

Section 2. The objective of this organization shall be to bring together the music teachers of the North Houston area, in order to:

- A. stimulate its members to greater effectiveness in the teaching of music.
- B. practice and promote high ethical standards in professional and business dealings.
- C. encourage fraternity and good fellowship in the music-teaching profession.
- D. encourage and promote the cause of good music.
- E. provide opportunities for young musicians to see the broader scope of music and musicians.

ARTICLE III. AFFILIATION

Section 1. The Cypress Creek Music Teachers Association shall maintain membership in Texas Music Teachers Association, including Student Affiliate, and shall be affiliated with Music Teachers National Association.

Section 2. The local organization shall operate under this Constitution and Bylaws, the spirit of which is in accord with the aims and purposes of the State and National organizations.

ARTICLE IV. FISCAL YEAR

The fiscal year shall be from July 1 through June 30.

ARTICLE V. MEMBERSHIP

Membership shall be unlimited in number and shall consist of five classes: Active, Provisional, Honorary, Associate, and Patron. Election to all classes of membership rests with the Executive Board who may accept or reject the recommendations of the Membership Committee. In addition, the Executive Board reserves the right to evaluate prospective members and Provisional members on an individual basis as necessary.

Section 1. Active membership may be granted to a teacher who is engaged in the teaching of any branch of music for remuneration, provided he/she meets one of the following requirements:

- A. He/she shall have earned a degree with a major in any branch of music.
- B. He/she shall have earned from a conservatory or similar institution a diploma equivalent to a college degree in music.
- C. He/she shall have earned certification from Music Teachers National Association, Inc. (NTCM)
- D. He/she shall be a teacher with special qualifications who does not meet one of the three above requirements, but has earned at least 60 credit hours of well balanced course work that qualify as courses leading to an established Music Degree program in an accredited college or university. Upon fulfillment of the following criteria and the recommendation of the Membership Committee, he/she may be presented for Active membership.
 1. Transcript must accompany application
 2. The Executive Board reserves the right to interpret the term "well-balanced" and may, at its discretion, determine to request that additional hours be earned in a specific area(s) if deemed necessary.
 3. Applicant must have a minimum of 2 years teaching experience.

Section 2. Provisional membership may be granted to a teacher who does not meet the requirements for active membership, but who does meet the following requirements:

- A. Educational background: a minimum of 8 years of study in his/her teaching field.
- B. Teaching experiences: a minimum of 9 months following high school graduation.

Provisional members shall enjoy all the privileges of an Active member with the exception of service on the Executive Council.

Provisional Members Prerequisite for Active membership: He/she shall participate for 2 years by:

- A. attending at least 6 general meetings of the Association each year
- B. serving on at least 3 committees during the 2-year provisional period (With the approval of the Board a provisional member may serve as chairman the second year of his/her provisional membership.)
- C. assisting as monitor at a minimum of 3 student events each year
- D. entering a minimum of 5 students in at least 3 CCMTA students events during the 2-year provisional period
- E. continuing his/her music education through participation in:
 1. 12 hours of master classes or workshops sponsored by a college or university, MOST, or a music organization
 2. 6 hours of commercial workshop to evaluate pedagogical materials
 3. Private study (no less than one 45-minute lesson per week for 18 months); **or** 12 credit hours of college instruction in music theory, history, improvisation, composition

or pedagogy. Special non-college classes in the above subject areas may be substituted for part of the 12 college credit hours with the approval of the Membership Committee.

4. Any reasonable combination of paragraph 3 above may be substituted with approval of the Membership Committee. (The Membership Committee reserves the right to suggest areas of improvement upon review of the application for Active membership)

Any Provisional member not completing the requirements for Active membership within the 2-year time limit may apply to the Executive Board for an extension.

Section 3. Associate membership may be granted to any qualified part-time teacher interested in being a member of CCMTA who has the equivalent of a minor in music, but is uninterested in applying for Provisional or Active membership due to the specific requirements that evolve out of these distinctions not being feasible at the present time.

- A. An Associate member may maintain this status for an indefinite period of time if desired.
- B. The Executive Council reserves the right to interpret "qualified" in cases where experience must be evaluated in lieu of an actual college transcript indicating enough musical credits to merit a minor in music.
- C. Associate members shall be expected to pay annual Local, State and National dues, but shall not vote and shall not serve on the Executive Board or Executive Council.
- D. Associate members shall not enter students in association events and activities, and are therefore exempt from the CCMTA meeting attendance rule.

Section 4. Patron membership may be granted to a person other than a teacher interested in the field of music. He/she may attend General Meetings, but shall not vote and shall not serve on the Executive Board. A Patron member will be expected to pay annual Local dues, but not State or National. Patron members are not required to have a musical background, and are exempt from the CCMTA meeting attendance rule. Patron members shall not enter students in local association events and activities.

Section 5. Honorary membership may be granted, at the discretion of the Executive Board, to those who have given distinguished service to CCMTA. Honorary members shall have all the privileges of Active members. They shall not pay Local dues, but may join the State and National Association upon payment of required dues.

Section 6. Transfer of Membership: A member in good standing from another association affiliated with Music Teachers National Association, Inc., may transfer to the Cypress Creek Music Teachers Association as an Active member provided he/she meets the local Active membership requirements (see Article V, Section 1, of this Constitution and Bylaws.)

Section 7. Resignation and Reinstatement

- A. **Resignation**: A member desiring to resign in good standing shall by October 31 send a written resignation to the Membership Chairman who shall present it for action at the next meeting of the Executive Board.
- B. **Reinstatement**: Those applying must fulfill current membership requirements.
 1. A member who was in good standing when he/she resigned from the Cypress Creek Music Teachers Association may be reinstated to the class of membership from which he/she resigned by paying the Local, State, and National dues, or by having the Membership Chairman place his/her name before the Executive Board.

2. A member who was dropped for non-payment of dues may be reinstated to the class of membership he/she held previously by paying a local reinstatement fee of fifteen dollars (\$15.00) plus Local, State and National dues, and by requesting the Membership Chairman to place his/her name before the Executive Board for reinstatement.

ARTICLE VI. DUES AND FEES

Section 1. Local dues and fees for students shall be set by the general membership upon recommendation of the Executive Board by July 31.

Section 2. Payment of Dues by Teachers

- A. Active and Provisional members shall pay annual Local, State, and National dues directly to the National Office.
- B. New Member
 1. Shall pay Local, State, and National dues directly to the National Office.
 2. Local dues of members joining January 1 through March 31 shall be half price.
 3. Local dues of members joining April 1 or after shall be for the remainder of that year and for the following fiscal year.
- C. Associate member: shall pay Local, State, and National dues.
- D. Any CCMTA member who holds membership with another association must pay CCMTA Student Affiliate dues for each student entered in CCMTA events.
- E. Only members who have paid dues in full for the current fiscal year may present students in activities sponsored by the Association.
- F. Only members who have paid dues in full by July 15 will be included in the Yearbook.

ARTICLE VII. OFFICERS

Section 1. The officers of the Association shall be of two classes: elective, and automatic.

- A. The elective officers shall be: President, First Vice-President, Second Vice-President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Member-at-Large.
- B. The automatic officer shall be: Immediate Past President.

Section 2. Duties of Officers

A. Elective

1. The President shall preside at all meetings of the Association and the Executive Board. He/she shall have general supervision of the affairs of the Association, and select the appointive officers and all standing and special committee chairmen not related to Student Affiliate. The President shall also assist the Student Affiliate chairman in the selection of committee chairmen. The President is ex-officio member of all committees except the Nominating Committee. He/she shall call meetings of any committee at his/her discretion. If a vacancy occurs among the elective officers during the year, the President, with the approval of the Executive Board, shall appoint an officer to fill the unexpired term. The President will represent CCMTA at all presidential meetings during the annual TMTA convention. The President will act as delegate to the annual TMTA convention. The in-coming President will act as delegate to the annual TMTA convention along with the out-going President when the association is allowed to provide two delegates to represent CCMTA.
2. The First Vice-President shall assist the President when necessary and shall, in the absence of the President perform all the duties of that office. The First Vice-President shall be Student Affiliate Chairman and shall make all arrangements related to Student Affiliate and see that they are carried out properly at the Local and State level. The First Vice President shall work with the President in the selection of committee chairmen and committee members. A report shall be made at the end of the year on all Student Affiliate activities, a copy of this report given to the President and one copy remaining in the files of the First Vice-President. The First Vice-President shall act as delegate to the annual TMTA convention when there is no in-coming President. He/She will be the alternate delegate when there is an in-coming President.
3. The Second Vice-President shall be chairman of the Program Committee and shall be a member of the Workshop Committee. He/she shall work with the President in determining locations for each meeting.
4. The Third Vice-President shall be Chairman of the Membership committee and shall keep an accurate register of all members. He/she shall make all efforts possible to receive either dues or letters of resignation from the membership and shall make monthly reports as needed to the TMTA membership secretary. He/she shall advise the Yearbook and Newsletter committees as to membership and shall supply lists of all Active, Provisional, and prospective members to the President and the First Vice-President at the beginning of the fiscal year, as well as keeping them advised of any changes that may occur in those lists. He/she shall meet with the Membership Committee as needed to get its recommendations in regard to granting membership, status of membership, resignation, reinstatements, etc., and report to the Executive Board all those recommendations for the action of that Board. He/she shall instruct and advise provisional members and shall present to the Executive Board the records

of any provisional member completing his/her second year of Provisional membership.

5. The Recording Secretary shall take the minutes and record the proceedings of the Association, the Executive Council, and the Executive Board and at the close of each administration shall pass the records on to the successor. He/she shall make a copy of all minutes and give to the President for the President's files.
 6. The Corresponding Secretary duties shall include the following: Mail Yearbook to honorary members and to advertisers, work with the Third Vice-President – (Membership Chair) to keep the current member email list for communication by computer, and assist the President and, as needed, the First Vice-President- (Student Affiliate Chair) with other correspondence of the Association.
 7. The Treasurer shall receive, collect, hold and pay out all monies for routine expenditures of the Association, subject to the order of the President. Expenditures not in the budget shall be voted upon by the Executive Board. He/ she shall keep in detail a correct account of all monies received and expended by him and present a report at each meeting. A copy of this report shall be presented to the President each month. He/she shall forward the required amount to the Texas Music Teachers Association and to the Music Teachers National Association, Inc. All accounts of the Association shall be prepared for audit by June 30. An audit of the Association's funds shall be made annually by a three-member committee appointed by the President. He/she shall prepare the annual IRS Form 990 and see that it is mailed in at the conclusion of the fiscal year.
 8. The Parliamentarian shall be aware of all procedures for a deliberative meeting as described in the book Roberts Rules of Order Revised and Annotated. He/ she shall advise the President of any actions needed to keep the meeting running smoothly and in a timely manner. The Parliamentarian shall pass the book, Roberts Rules of Order Revised and Annotated, to the incoming Parliamentarian.
 9. The Member-at-Large shall represent the general membership on the Executive Board. Members may present suggestions and comments to the Member-at-Large who will relay that information to the Executive Board.
- B. Automatic: The Immediate Past President shall serve on the Executive Board and the Executive Council.

ARTICLE VIII. EXECUTIVE BOARD AND EXECUTIVE COUNCIL

Section 1. Executive Board: The officers of this Association and all chairmen of standing committees shall constitute the Executive Board. It shall be the duty of the Executive Board to exercise general supervision and control of the affairs of the Association.

Section 2. Executive Council: The Executive Council shall be composed of the elective officers and the Immediate Past President.

- A. The Executive Council shall have power to act in all emergencies when it is not possible to call together the members of the Executive Board and may act on all business of the Association except to vote on the applications of new and reinstated members.
- B. The Executive Council shall report to the Executive Board and shall prepare and submit to the Executive Board a budget outlining proposed Association expenditures for the ensuing year.

ARTICLE IX. COMMITTEES

Section 1. Association Committees (not Student Affiliate related): The President shall appoint a chairman for each of the committees not related to Student Affiliate which he/she deems necessary for the fiscal year.

- A. Committee Chairmen shall serve on the Executive Board.
- B. Duties of Committee Chairmen shall be:
 - 1. Monthly reports of Committee Chairmen shall be made at Association meetings at the President's discretion.
 - 2. Annual reports by Committee Chairmen shall be submitted in writing to the President as soon as committee work is completed.
 - 3. Committee Chairmen shall give to the President all materials pertinent to the committee's functions, including a notebook containing reports, budget, recommendations, etc.
 - 4. Committee Chairmen shall endeavor to make activities financially self-sustaining.

Section 2. Student Affiliate Committees: The First Vice President shall work with the President to appoint a chairman for each of the committees which he/she deems necessary for the fiscal year.

- A. Committee Chairmen shall serve on the Executive Board.
- B. Duties of Committee Chairmen shall be:
 - 1. Monthly reports of Committee Chairmen shall be made at Association meetings at the President's discretion.
 - 2. Annual reports by Committee Chairmen shall be submitted in writing to the President and the First Vice-President as soon as committee work is completed. The committees shall make every effort to terminate their work within one month after the finish of an event. These reports are to include the financial report as well as a general report.
 - 3. Committee Chairmen shall give to the First Vice-President all materials pertinent to the committee's functions, including a notebook containing reports, budget, recommendations, etc., for that officer to pass on to the next First Vice-President.
 - 4. Committee Chairmen shall endeavor to make activities financially self-sustaining.

ARTICLE X. MEETINGS

Section 1. The Executive Board meeting shall be held one hour prior to the Association meeting or at the discretion of the President.

Section 2. The regular monthly meetings are to be held on the third Tuesday of each month, unless otherwise notified.

ARTICLE XI. QUORUMS

Matters of business may be discussed at any meeting, but voting is to occur only when a quorum is available.

Section 1. Four (4) shall constitute a quorum of the Executive Council and seven (7) shall constitute a quorum of the Executive Board.

Section 2. Twelve (12) shall constitute a quorum of the Association.

Section 3. Quorums will be upheld with on-line voting. At the discretion of the President, a vote may be taken electronically by email according to the following guidelines:

1. The corresponding Secretary will send out the ballot.
2. The subject line will contain the term "ballot".
3. The ballot will clearly designate the choices. I vote _____ (fill in "yes," or "no").
4. The ballot shall be returned to the Corresponding Secretary.
5. The deadline shall be 5 days after the ballot distribution.
6. A quorum will be required for the vote to be valid.
7. The corresponding Secretary will tabulate the results, produce a report and send to the President.

ARTICLE XII. ELECTION OF OFFICERS

Section 1. A Nominating Committee of three members shall be elected by the Association at the January meeting. Nominations shall be taken from the floor and the membership shall at that time vote by secret ballot. The Nominating Committee so elected shall select the slate of officers, obtain their consent to serve in given capacities, and shall present their names for nomination at the March Meeting. No person on the Nominating Committee may be named for an office.

Section 2. The officers of the Association (President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian) shall be elected at the Association Meeting in April. A Member-At-Large shall be nominated from the floor and elected at the Association meeting in April. Each Officer-elect or chairman shall take possession of the office immediately after the annual TMTA convention. When necessary, an outgoing officer or chairman shall be allowed thirty (30) days to complete the duties of his office.

ARTICLE XIII. CHARTER MEMBERSHIP

In order to facilitate the organizing of the Association, charter members shall not necessarily fulfill the provisions in the Constitution and Bylaws governing the membership requirements and initiation fees for Active and Provisional membership. Charter members shall be those who joined the Association by the date determined before the granting of the Charter.

ARTICLE XIV. AMENDMENTS

Section 1. These Bylaws may be amended at any General Meeting provided a quorum is present. A two-thirds majority of the votes cast shall be required to amend the Bylaws.

Section 2. A proposed amendment shall be published, posted, or read aloud at the General meeting at least eighteen hours before action may be taken upon it.

ARTICLE XV. DISSOLUTION

This Association shall retain the right to dissolve itself and cease its operations. This dissolution would be accomplished in the same manner and using the same procedures followed in amending these Bylaws. On dissolution of the Association, any funds remaining shall be distributed equally among the non-profit music schools in the area (University of Houston School of Music; Rice University Shepherd School of Music; Houston Baptist University School of Music; Sam Houston State University Department of Music). Such dissolution must be in compliance with regulations of Section 501(C)(3) of the Internal Revenue Code of 1954.

ARTICLE XVI. RULES OF ORDER

Robert's Rules of Order, Revised, shall be the authority on all questions of parliamentary procedure not covered by these Bylaws.