

BYLAWS

BYLAWS OF THE

IOWA MUSIC TEACHERS ASSOCIATION

(An Iowa Non-Profit Corporation)

Revised and approved, effective April 6, 2019

PREAMBLE The Iowa Music Teachers Association, Incorporated (IMTA), an affiliate of the Music Teachers National Association (MTNA), in order to further the art of music; and to promote the growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research; and being a not-for-profit organization whose funds are used solely to accomplish these objectives, does hereby adopt these Bylaws.

ARTICLE I – OFFICES

Section 1. Principal Office in Iowa. The principal office of IOWA MUSIC TEACHERS ASSOCIATION (hereinafter called the "Corporation" or referred to as "IMTA") in the State of Iowa shall be located in the county wherein the Treasurer maintains his or her principal residence. In the event that the Treasurer resides outside the Iowa state borders, the principal office shall be located in the county wherein the President maintains his or her principal residence.

Section 2. Other Offices. The Corporation may have other offices at such other place or places, either within or without the State of Iowa, as the Executive Board may from time to time determine, or as shall be necessary or appropriate for the conduct of the affairs of the Corporation.

ARTICLE II – OFFICERS

Section 1. Executive Board.(a). The elected officers of the Corporation comprising the Administrative Committee shall be a President, President-Elect, three (3) Vice-Presidents, a Recording Secretary, a Treasurer, Immediate Past President and two (2) elected IMTA Members-at-Large. One of the IMTA Members-at-Large shall be chosen from the private (independent) teacher membership and the other from the collegiate faculty membership. The same person may fill two (2) or more offices, except those of President and Immediate Past President. No elected officer may hold a national or division office concurrently except the Immediate Past President. (b). The appointed officers of the Corporation include the Archivist/Historian, Parliamentarian, Certification Chair, MTNA Foundation Chair, Theory Chair, Repertoire Chair, MTNA Competitions Chair, Festival Chair, Composer Commission Chair, Collegiate Faculty Forum Chair, Student Composition Chair, Pre-college Winds Chair, Awards Committee Chair, Technology Chair, Repertoire Chair, IMTA Scholarship Chair, Mentor Chair, Information Editor, Collegiate Chapters Chair and Ethical Concerns Chair. Each may be reappointed at the discretion of the appointee and the President.

Section 2. Term of Office and Qualification. The elected officers of the Corporation shall be chosen as follows: President-elect, First Vice-president – Auditions, Treasurer, and Members-at-large shall be chosen in odd-numbered years by the membership at its annual meeting. Second Vice-president – Membership, Third Vice-president – Local Associations, and Recording Secretary shall be chosen in even-numbered years by the membership at its annual meeting. Each such officer shall hold office for two (2) years beginning July 1 and ending June 30, or until his or her successor shall have been duly elected by the membership at the annual meeting or until his or her death or until he or she shall resign. No person may hold the same elected office for more than two (2) consecutive terms except the Treasurer, who may be re-elected without restriction, or other officers selected at the discretion of the President and Administrative Committee.

Section 3. Subordinate Officers and Agents. The Executive Board, consisting of the elected officers listed in Article II, Section 1(A); the standing appointed officers listed in Article II, Section 1(B); and the local association presidents, may appoint such officers or agents as it may deem necessary or advisable, from time to time, to hold office for such period, and to have such authority to perform such duties as the Executive Board, from time to time, may determine. The Executive Board may delegate to any officer or agent the power to appoint any such subordinate officers or agents and to prescribe their respective terms of office, authorities and duties.

Section 4. Removal. The officers specifically designated in Section 1a of this Article II may be removed, either for or without cause, at any special meeting of the Executive Board, by the vote of a majority of the whole Executive Board. The officers and agents appointed in accordance with the provisions of Section 1b of this Article II may be removed, either for or without cause, at any meeting of the Executive Board, by majority vote of those present.

Section 5. President. The President of the Corporation shall preside at all meetings of the Corporation and shall serve as Chair of the Executive Board and of the Administrative Committee. The President shall make all appointments of special and standing committees and fill all vacancies with the concurrence of the Executive Board and perform such other duties as usually pertain to the office of the President. Each appointed and elected officer is responsible for training their successor, transferring the designated officer IMTA email and providing complete past records.

Section 6. President-Elect. The President-Elect shall assume all duties of the President in the absence of that officer, and shall assist the President as needed. The President-Elect, upon completion of his or her term of office, shall become President of the Association. Should the elected President-Elect be unable to assume the Presidency, the President shall be elected, for that term only, in the same manner as that of other officers. The President-Elect shall assume a position on the IMTA conference committee for the term of his or her office.

Section 7. Vice-President for Auditions. The Vice-President for Pre-college Auditions is responsible for the auditions program of the Corporation and serves as acting President in the event of the absence or resignation of that officer and the President-Elect. All IMTA State and District pre-college audition chairs (Wind, Voice, Piano, etc.,) will serve under this chair.

Section 8. Vice-President for Membership. The Vice-President for Membership shall serve as coordinator of the Corporation's membership activity. This person will also act as the acting president in the event of the absence or resignation of the President, President-Elect and the Vice- President for Auditions.

Section 9. Vice-President for Local Associations and Student Chapters. The Vice-President for Local Associations and Student Chapters shall serve as the IMTA contact person with local associations and coordinator of local association activities and coordinate with the State Collegiate Chapters Chair. This responsibility includes that of promoting a greater awareness of IMTA and its goals, and the coordination of publicity and promotion through local organizations. He or she shall maintain a list of current officers, contact information and bylaws of each individual Local Association. This person will also act as the acting president in the event of the absence or resignation of the President, President-Elect and Vice-President for Auditions.

Section 10. Recording Secretary. The Recording Secretary keeps the minutes of all business meetings of the Corporation and of all meetings of the Executive Board and the Administrative Committee. This person shall send copies of each meeting's minutes to all Executive Board Members within thirty (30) days after each such meeting and may, upon request, read these minutes at the appropriate subsequent meetings; and further, shall perform such other duties as directed by the President or assigned by the Executive Board to include correspondences necessary for the prosecution of the Corporation's business. At the close of each term of office, the Recording Secretary shall deposit a complete set of minutes in both electronic and hard copy formats for his/her term of office with the IMTA Archivist, and at the close of the final term of office shall deposit a complete set of all minutes with the duly elected successor. All board meeting minutes shall be filed on the IMTA drive to be accessible by the State President, Recording Secretary, State Auditions Chair and Information Editor.

Section 11. Treasurer. The Treasurer is responsible for the payment of all authorized bills, for keeping an itemized account of all receipts and disbursements, for the preparation of an annual financial report to the Executive Board for all financial reviews, for keeping an up-to-date list of the membership of the Corporation in cooperation with the Vice-President for Membership and for the preparation of an annual budget for the succeeding fiscal year. Evidence of an official financial review must occur at the completion of an elected Treasurer's service or a minimum of every four (4) years; whichever occurs first. Any member of the Executive Board may call for a financial review at any time should it be deemed necessary by the board.

Section 12. Nominating Committee. A Nominating Committee shall be appointed by the President each year to nominate IMTA officers. The committee shall consist of the Immediate Past President and three (3) Active members of the Association. The committee shall elect its own chair. The nominating committee shall prepare a slate of not more than two (2) candidates for each office. This slate shall be sent to the Local Associations Chair to be distributed to the Local Associations Presidents and all members prior to the conference Annual Meeting. In addition, the slate of officers will be posted on the website and presented at the Conference Executive Board meeting before the election.

Section 13. Election of Officers. The active members of IMTA shall elect by a majority vote the officers of the Association. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. This consent must be given in writing or given in person at the meeting. In the event of only one (1) nominee for an office, the President may recommend election by general consent. The election shall take place at the annual general meeting of the members.

ARTICLE III - APPOINTED OFFICERS

Section 1. Appointment. All appointed officers shall be appointed by the President to serve a minimum of a two-year (2- year) term.

Section 2. Archivist/Historian. The Archivist/Historian shall be responsible for collecting, organizing, and preserving all important documents, publications, and materials of the Corporation on a continuing basis, including programs, newspaper and magazine articles, photographs, and correspondence. Two (2) people may hold the position. In the latter instance, the Historian shall be responsible for carrying on the historical research activity of the Association. The Archivist/Historian (one or two [1 or 2] persons as pertinent) shall be responsible for articles, displays, and such other means and materials as can be used to heighten the membership's and the public's appreciation of the Corporation's historical importance and development.

Section 3. Parliamentarian. The Parliamentarian shall be responsible for ensuring all actions of IMTA and its Executive Board and officers are in compliance with its Articles of Incorporation, the Bylaws, and applicable laws, shall answer specific questions concerning applicable laws, shall answer specific questions concerning procedures and protocol as raised, and shall prepare amendments or changes to the Articles of Incorporation and these Bylaws as requested.

Section 4. Certification Chair. The Certification Chair shall be responsible under the President for the administration of MTNA teacher certification. The chair will keep the goals and procedures for certification prominent.

Section 5. MTNA Foundation Chair. This person shall serve as IMTA's representative to the MTNA Foundation meetings and promote Foundation activities in Iowa.

Section 6. Theory Chair. The Theory Chair shall be responsible for the updates and revisions of the theory portions of pre-college auditions, as required by the competition guidelines. Any and all revisions must be distributed to all board members in advance and presented to the IMTA Board for a vote. All current requirements must be published yearly in the Fall issue of the IMT magazine and updated online at iamta.org.

Section 7. Repertoire Chair. The Repertoire Chair shall be responsible for updates and revisions of the repertoire list required for pre-college auditions. The chair will oversee three (3) chairs (Level A/B, Level C/D, and Level E/F) and determine that revisions are distributed to the membership through the *Iowa Music Teacher* and iamta.org in the searchable database.

Section 8. MTNA Competitions Chair. The MTNA Competitions Chair shall be responsible under the President for the administration of the annual MTNA competitions. The chair will oversee the three (3) chairs (Junior High, Senior High, and Collegiate) and determine that duties connected with the competitions are duly carried out.

Section 9. Festival Chair. The Festival Chair shall be responsible for the development and functioning of the piano festival segment of the student performance program.

Section 10. Composer Commission Chair. This person shall be responsible for reviewing composer manuscripts for possible commissioning projects. He or she will work with the President to assure that the commission projects are duly carried out.

Section 11. Collegiate Faculty Forum Chair. The Collegiate Faculty Forum Chair shall serve as liaison between the collegiate faculty membership and the independent music teachers of IMTA.

Section 12. Student Compositions Chair. This person shall be responsible for the development and functioning of the student composition segment of MTNA competitions.

Section 13. Pre-college Winds Chair. The Winds Chair (as necessary) shall be responsible under the Vice-President for Auditions for the development and functioning of the woodwinds and brass auditions segment of the total auditions program.

Section 14. Pre-college Voice Chair. The Voice Chair (as necessary) shall be responsible under the Vice-President for Auditions for the development and functioning of the vocal auditions segment of the total auditions program.

Section 15. Awards Committee Chair. This person shall head a committee of three (3), responsible for reviewing members' service for the Distinguished Service Award and possible submission to MTNA for Teacher of the Year Award. Awards Committee Chair will be occupied by the Immediate Past President. The Committee shall also consist of the current President and the prior Past President. In the event the prior Past President is unable to serve due to a conflict of interest or any other reason, the president may appoint the president elect.

Section 16. Technology Chair. This person shall serve as a resource person to write articles and reviews updating members on current trends in technology.

Section 17. Mentor Chair. The Mentor Chair shall work with local associations to develop mentor programs to help new members become aware of all that the association has to offer. Mentoring will include necessary correspondences on behalf of the board and the organization to convey recognition, thanks or sympathy to individual members of the organization. The Mentor Chair will communicate with the current State President to ensure new members are welcomed and immediately connected to the organization.

Section 18. Information Editor. The Information Editor works with the President in publishing the *Iowa Music Teacher* and cooperates with Advertising Editor and Graphics Designer in making IMTA better known through the Iowa Music Teacher Association and other appropriate media. The Information Editor is responsible for updating materials at iamta.org, and requesting necessary forms and information to be supplied to the graphics designer. Advertising and promotion of the IMT Magazine and iamta.org shall be coordinated with the Treasurer, President and the IMTA Board.

Section 19. IMTA Scholarship Chair. This person shall be responsible for the functioning of the IMTA Scholarship, awarded annually to graduating seniors.

Section 20. Collegiate Chapters State Chair. The Collegiate Chapters State Chair is responsible for contacting IMTA collegiate faculty members in order to provide necessary programs for collegiate members at state conferences. The chair approves establishment of new collegiate chapters and assists the collegiate chapters in keeping abreast of developments of importance to those chapters and their members. (See www.mtna.org for recommended Student Chapter bylaws.)

Section 21. Local Association Presidents. For purposes of local administration and auditions, the State of Iowa is divided into districts. The Executive Board determines the number and boundaries of these districts. The local administrator of each district is a Local Association President. This person is elected by the Local Association, and as such is appointed by the President as a voting member of the IMTA Executive Board. The Local Associations President shall carry out duties according to their individual association bylaws and as directed by the IMTA President and Vice-President for Local Associations. Local Association bylaws must be reviewed and updated regularly. All changes must be submitted and approved by the IMTA State board, filed with MTNA, the IMTA Recording Secretary, and placed on the IMTA drive.

ARTICLE IV - EXECUTIVE BOARD

Section 1. General Powers. The affairs and management of this Corporation, including the control and distribution of its property and funds, are vested in the Executive Board subject to restrictions contained herein. All powers of this Corporation, including the power to amend and alter the same, are vested in the Executive Board subject to restrictions contained herein. The Executive Board is responsible for all funds, has the power to transact business, to set the time and place of annual meetings, to determine the annual membership dues, to formulate general policies, and to carry on such other duties as are necessary for the efficient functioning of the Corporation.

Section 2. Number and Qualifications. The number of Board members may be increased or decreased from time to time by amendment to these Bylaws by the Executive Board at any annual or special meeting called for that purpose. No decrease in number shall have the effect of shortening the term of any incumbent Board Member. The Executive Board shall be composed of the elected officers, the appointed standing committee chairs, and the local association presidents, as specified in Article II, Sections 1a, 1b, and 3. Other past Presidents may also at their discretion, be considered members of the Executive Board.

Section 3. Quorum and Manner of Acting. Ten (10) Board Members shall constitute a quorum for the transaction of business. If a meeting is adjourned for lack of a quorum, notice of the time and place of the reconvened meeting shall be provided to each Board Member who was not present when the meeting adjourned. At all meetings of Board Members, a quorum being present, the act of the majority of the Board Members present at the meeting shall be the act of the Executive Board, unless the act of a greater number is required by law, the Articles of Incorporation or these Bylaws.

Section 4. Resignation. Any Board Member of the Corporation may resign at any time by submitting written notice by mail or email to the Executive Board, or to the President. The resignation of any Board Member shall take effect upon receipt of notice thereof or at such later date as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies. Any vacancy occurring in the Executive Board through death or resignation or otherwise shall be filled by action of the Executive Board upon recommendation of the President. A Board Member so appointed to fill a vacancy shall be appointed for the unexpired term of his predecessor. The position of any Board Member who without good cause shall miss two (2) consecutive Board meetings shall also be considered vacant.

Section 6. Number of Board Members Increased. In case the number of Board Members is increased by amendment to these Bylaws, the membership to be filled by reason thereof shall be filled by appointment by the Executive Board. Any Board Member so appointed shall serve until the appointment of a successor.

Section 7. Place of Meetings, etc. Except as provided in Section 8 of this Article, the Executive Board may hold its meetings and keep the books and records of the Corporation at such place as the Executive Board may from time to time determine.

Section 8. Regular Meetings. The Executive Board shall hold a minimum of two (2) meetings each year. The Board may fix the time and place of these regular meetings, which may be inside or outside the State of Iowa.

Section 9. Special Meetings. Special meetings of the Executive Board shall be held whenever called by the President or upon request of five (5) Board Members. In the absence of the President, the President-Elect may call a special meeting. A special meeting shall be held at the time and place specified in the notice. A special meeting can be held inside or outside the State of Iowa. Notice of a special meeting shall be given to each Board Member at least five (5) days before the date of the meeting. A Board Member may waive notice of a special meeting in writing by mail or email, either before or after the meeting is held. If all Board Members are present at a special meeting, it is a legal meeting whether or not notice was given. When special meetings are impractical, the President may submit items of business to the full Executive Board requesting a vote by mail or email ballot. The contents of the proposals and the results of such ballots are reported to the Recording Secretary, confirmed, and incorporated in the minutes of the next meeting of the Executive Board. **Any proposals and votes requested by mail or email ballot shall result in 100% approval. Should discussion result in votes against the submitted proposal, the item must be presented at a subsequent board meeting in person for discussion and another vote.**

Section 10. Order of Business. At meetings of the Executive Board, business shall be transacted in such order as the Executive Board, from time to time, may determine by resolution. At all meetings of the Executive Board, the President, or in his or her absence the President Elect, shall preside.

ARTICLE V - STANDING AND AD HOC COMMITTEES

Section 1. Appointment. All standing committees except the Past Presidents Advisory Committee consist of members appointed by the President with the approval of the Administrative Committee. Standing and ad hoc committee members may be reappointed at the discretion of the President with Administrative Committee approval.

Section 2. Past Presidents Advisory Committee. The Past Presidents Advisory Committee shall consist of all past Presidents of IMTA who are active members. This committee shall meet on demand of the Association and shall serve in an advisory capacity to the Administrative Committee. The IMTA Immediate Past President shall serve as chair of this committee.

Section 3. Theory Committee. The Theory Committee shall consist of three or four (3 or 4) members, one of which shall be designated Chair. The committee shall be responsible for carrying out the theory program of the Corporation and shall report to the Executive Board as directed.

Section 4. Repertoire Committee. The Repertoire Committee shall consist of a Repertoire Committee Chair, appointed by the President, three (3) Level Chairs for Levels A/B, C/D and E/F and other members as necessary at each level. The term for members of the committee shall be a five- year (5-year) period. The committee shall be responsible for carrying out the continuing study and periodic revision of the required repertoire for the annual auditions program. The repertoire list shall be **revised at iamta.org by the repertoire chair's submission to the Information Editor. Additions will be incorporated and labeled to the current repertoire list every July 1. Additions will be available online and in the Summer Iowa Music Teacher Magazine.**

Section 5. Composer Commissioning Committee. The Commissioning Committee is responsible for identifying and selecting composers to commission as part of the annual commissioning project. The chair shall oversee these duties and report to the Executive Board as directed.

Section 6. The Ethical Concerns Committee. The Ethical Concerns Committee shall consist of three (3) members appointed by the President, one of whom shall be designated Chair. Members should be appointed in such a manner that no more than two (2) positions are newly appointed at any one time. The Ethical Concerns Committee will work with the IMTA membership to advance the MTNA Code of Ethics; provide a forum where members may present ethical issues of concern; and aid in the communication,

mediation, and resolution of said issues. Due to the delicate nature of possible conflict, the chair and its members must not serve in any other capacity on the board or its committees, other than the President's advisory board.

Section 7. Awareness and Advocacy. The committee shall advance and administer advocacy efforts of IMTA/MTNA at the state and local levels.

Section 8. Information Editor. The Information Editor is responsible for the IMTA website and communicate with officers to maintain current information and enhance our visibility and structure as an organization. The Information Editor will also encourage all officers to review the description of their responsibilities annually, and will edit each section to provide consistency. The information editor will make necessary updates to iamta.org. The editor will call for articles necessary to inform members and advance the corporation's ongoing communication through the magazine and iamta.org,

Section 9. Ad Hoc Committees. The President has the power to appoint such ad hoc committees as may be necessary for the pursuit of Corporation business, study, or research. The President shall be a member ex- officio of all committees.

ARTICLE VI - ADMINISTRATIVE COMMITTEE

Section 1. Administrative Committee. The Administrative Committee, consisting of the elected officers only, administers the general business of the Corporation and is responsible for the implementation of policies and procedures specified in the Bylaws or by the Executive Board. Meetings may be called at the discretion of the President.

Section 2. Duties and Powers. The Administrative Committee shall determine policies of the Association in consultation with the IMTA Board and within the limits of the Bylaws. It shall actively pursue the purposes of the Association and shall have discretion over the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of the Association business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 3. Quorum. In order to transact business, a quorum consisting of a majority of the number of voting members of the Administrative Committee, at least one (1) of them being the President or President-Elect, must be present.

ARTICLE VII - AUDITIONS AND FESTIVALS

Section 1. IMTA and MTNA Events. A number of auditions and festivals are sponsored by IMTA and its affiliate MTNA. Information about these events will be circulated to the membership through the Iowa Music Teacher magazine, email and/or IMTA website, and through local association newsletters. All changes in requirements and rules must be presented and approved by the board. All changes will immediately appear online and in the subsequent issue of the Iowa Music Teacher Magazine.

ARTICLE VIII - MEMBERSHIP DUES AND FEES

Section 1. Amount of Dues and Fees. The amount of the annual membership dues, conference fees, audition fees, certification fees, and festival fees shall be determined by the Executive Board and published or otherwise disseminated to the IMTA members and prospective members. The current dues and fees shall be published annually in the Iowa Music Teacher magazine and the Iowa Music Teachers Association website.

Section 2. 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. Memberships issued after July 1 will be applied in full to the current fiscal year, and will not be prorated. The student membership year shall be October 1 to September 30.

Section 3. Late Payment of Fees. Annual dues for all categories of membership shall be due on the first day of the membership year (July 1), after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year. In order to enter students in IMTA competitive or non-competitive events, and/or gain membership access to iamta.org, annual dues must be paid by SEPTEMBER 1. Student members must pay full active membership dues by Sept. 1 in order to enter students in competitive and non-competitive events.

Section 4. Classes of Membership. The following classes of membership are established:

(a) Active. Active membership is open to all persons of any age who are, or have been professionally engaged in any of the musical activities. Such membership provides the privileges of participation in the activities of the Corporation, attendance at meetings upon payment of the registration fee, holding office, voting, and receiving subscriptions to the American Music Teacher and the Iowa Music Teacher. MTNA strongly encourages its members to adopt the Code of Ethics as their personal model of professional conduct.

(b) Patron. Patron membership is open to persons (other than those eligible for active membership) interested in activities of the Corporation. This membership provides all the privileges of active membership, other than the right to vote and hold office.

(c) Student. Student membership shall be open to all students currently involved in music study. Students must be members of both IMTA and MTNA. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the official IMTA publications, but shall not have the right to vote, hold office, receive MTNA publications, apply for national certification, or enter students into MTNA or IMTA sponsored competitive or non-competitive events.

(d) (Non-voting) Honorary. Honorary membership may be granted to an individual of high standing who has been approved by the Executive Board and receives a majority of favorable votes from IMTA members present at a regular or called meeting.

Section 5. Termination of Membership. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in these Bylaws.

Section 6. Revocation of Membership. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of IMTA. Any accusation that a member of IMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of IMTA, who shall immediately report the accusation to the President of MTNA, who would follow the procedures of MTNA for such accusations. If MTNA membership is terminated, membership in IMTA would be immediately

terminated. 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.

Section 7. Probationary Action. Any infraction of rules or unethical behavior pertaining to IMTA events by a teacher will result in a one-year probation period in which the teacher will be ineligible to enter any student in an IMTA event during the following year. The teacher will be reinstated after the probationary period, provided there are no further infractions. Should it become necessary, the IMTA Ethical Concerns Committee will review and manage any violation of rules and regulations or unethical behavior by a teacher, student or chairperson pertaining to IMTA events.

ARTICLE IX – AFFILIATED LOCAL ASSOCIATIONS

Section 1. Affiliation Procedure. Any city, town or district music teachers association may become and remain affiliated with IMTA by fulfilling the requirements of membership as stated in these Bylaws. The association petitions the Executive Board for affiliation in IMTA and provides evidence that the following requirements have been fulfilled:

- a. That two (2) copies of the Local Association governing document(s) (e.g., Constitution, Bylaws, Articles of Incorporation) have been filed with the Secretary and that they are consistent with those of IMTA.
- b. That its fiscal and membership year coincide with that of IMTA. Upon determining that a petitioning local music teachers association has fulfilled the requirements of Section I. of this Article, the IMTA Board shall approve the petition.

Section 2. Designation of Affiliation. In referring to its affiliation, each Local Association shall use the phrase “Affiliated with the Iowa Music Teachers Association”. This specified phrase shall be included in the constitutions of all affiliated Local Associations.

Section 2. 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. Memberships issued after July 1 will be applied in full to the current fiscal year, and will not be prorated. The student membership year shall be October 1 to September 30.

Section 3. Renewal. Annual renewal of a Local Association shall be made without reconsideration by IMTA provided:

- a. That the affiliate has not formally notified IMTA that it wishes to discontinue affiliation.
- b. That it guarantees on the basis of submitted membership rosters that one hundred percent (100%) of its members who meet the requirements of MTNA Active Membership and one hundred percent (100%) of its Student members who meet the requirements of MTNA Student Membership are members in good standing of MTNA.
- c. That all changes in the Bylaws of the affiliated Local Association have been filed with IMTA, that they are consistent with the Bylaws of IMTA, and have been approved by IMTA.
- d. That all provisions of Sections 1 and 3 of this Article continue to be fulfilled.

Section 4. Revocation of Affiliation. The Administrative Committee may suspend or terminate any affiliated Association at any time for justifiable cause, as outlined in the Bylaws, subject to ratification of this action by the IMTA Executive Board.

ARTICLE X – AMENDMENTS

Section 1. Amendments. These Bylaws may be amended upon the recommendation of the Executive Board at any meeting by a two-thirds (2/3) vote. Notice of the proposed amendment(s) must be submitted to the IMTA Executive Board at least twenty-four (24) hours in advance of the meeting. These Bylaws may also be amended by a two-thirds (2/3) vote via mail ballot or email, open to the members of the IMTA Executive Board. The ballot and proposed amendment(s) must be submitted to the IMTA Board at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot.

ARTICLE XI – MISCELLANEOUS PROVISIONS

Section 1. Corporate Seal. The Corporation shall not have a corporate seal.

Section 2. Fiscal Year. The fiscal year of the Corporation shall commence on July 1 and end at the close of business on the last day of June of each year.

Section 3. General Meetings. There shall be an annual meeting of the Iowa Music Teachers Association, time and place to be determined by the Executive Committee. Notice of such meeting shall appear in the official Association publication and/or the website or email at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items for consideration. Five (5) percent of the current membership entitled to vote shall constitute a quorum for the election of officers and for the transaction of business at any annual or special membership meeting. The rules contained in the current edition of Robert’s Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are consistent with the Bylaws of the Association or any special rules of order the Association may adopt.

Section 4. Publication of Bylaws. The IMTA Bylaws shall be published annually and distributed to the membership through the state IMTA website and *the Iowa Music Teacher* magazine.

Section 5. Compensation. No IMTA Board Member or officer shall receive compensation for services rendered the Corporation in his or her capacity as a Board Member, committee member or officer, with the exception of the Editor, who shall be entitled to compensation as set by the Executive Board.