

LMTA Policies & Procedures

(October 2019 Revision)

THE EXECUTIVE COMMITTEE

The Executive Committee (EC) is comprised of the elected officers. The EC administers the day-to-day activities of LMTA; implements policies to carry out the general directions and goals set by the LMTA Board; is responsible for annual purchase/renewal of sexual abuse/molestation insurance for LMTA and its local affiliates; and, is responsible for all expenditures of funds, within the boundaries of fiscal policy set by the LMTA Board.

THE LMTA BOARD

The LMTA Board is comprised of the elected officers of LMTA, the appointed area chairs, the local (on-site) conference chair, the presidents of LMTA affiliated local associations and the past presidents of the organization. The Board determines the general policies of LMTA; long-range goals of LMTA; determines the dues structure of LMTA; sets fiscal policy of LMTA; and has final determination of any policies implemented by the LMTA Executive Committee.

REGULAR MEETINGS

THE LMTA BOARD

1. The Annual meeting of the LMTA Board is held on the day preceding the opening of the LMTA conference. Reports on conference sessions, the annual budget, and reports from all officers are read or presented in written form. Reports are filed with the president and secretary at least seven (7) days before the scheduled board meeting. The president will distribute all reports, via email, to the LMTA Board prior to the meeting. This meeting is held in order for the Board to be apprised of all activities of the Executive Committee; to evaluate the goals and progress of LMTA; and to define the future directions to be taken by LMTA. Any actions taken by the EC may be rescinded by the Board.

2. Additional meetings of the Board may be called by the President or by request of any board member, if there is pressing business that cannot be handled by email or telephone calls. These meetings may take place via online video conference.

THE EXECUTIVE COMMITTEE

1. The Fall Executive Committee meeting is held on the day preceding the opening of the LMTA conference. Reports on conference sessions, the annual budget, and reports from all officers are read or presented in written form. Reports should be submitted, via email, to the President 2 no less than seven (7) days prior to the Fall EC meeting. The president will distribute all reports to the Board, via email, prior to the meeting. This meeting precedes the annual meeting of the LMTA Board, and a general report of Executive Committee activities will be compiled and delivered to the Board.
2. The Winter meeting of the EC will take place after the New Year. The purpose of this meeting will be to discuss initial plans and set a preliminary budget for the annual conference. Other policies and needs of the organization will be addressed as necessary. It is recommended that this meeting take place at the conference site.
3. The Summer EC meeting is held in the summer. This meeting is for finalizing the forthcoming fall conference schedule and budget, assigning rooms for sessions, and approving changes made from initial plans. This meeting is held either in the conference city, in a centrally located site or via online video conference. If an EC strategic planning meeting is held immediately following a conference (in odd-numbered years when a new EC begins its term) the Summer EC meeting in the following year may be cancelled.
4. Additional meetings of the EC may be called by the President if there is pressing business that cannot be handled by email or telephone calls. These meetings may take place via online video conference.

OTHER BOARD OR COMMITTEE MEETINGS

1. The Rally Board normally has two meetings per year:

- a. A Fall meeting of the Rally Board (RB) is held annually in conjunction with the state conference. The date and time of this meeting is set with regard to the conference schedule.
 - b. A summer meeting is held after the conclusion of all District rallies. The meeting is called by the Vice President for Rallies. During these meetings successes and problems of the District Rallies are discussed and action is taken by the board. The Rally Board may change its rules, methods of operation and policies without approval, making all changes known to the Executive Committee. The exception will be changes in fees and expenditures, which need EC approval. The summer RB meeting may take place via online video conference.
2. The Certification Board normally has two meetings per year.
 - a. A Fall meeting of the CB is held in conjunction with the LMTA conference; the meeting date and time is set with regard to the conference schedule.
 - b. The summer meeting is called by the Vice President for Certification. While the Vice President has the authority to make decisions on clear-cut applications, the Certification Board will be consulted when there is a doubt about any application. The CB also reviews its policies and makes recommendations about changes in the certification guidelines. The CB may change its basic policies and procedures without approval, making all changes known to the Executive Committee. Major changes in the Certification Plan must be acted on by the LMTA Board. All changes in fees and expenditures need Executive Committee approval. The summer CB meeting may take place via online video conference.
3. The LMTA Affiliate Presidents meet annually in conjunction with the LMTA conference. The meeting date and time is set with regard to the conference schedule by the President. This meeting is often held concurrently with the meeting of Affiliate Membership officers. Affiliate Presidents submit yearbooks (or share hyperlinks to online local affiliate activities) and update their annual report. The official annual report of local affiliates must be completed by the affiliate president and submitted, via email, to the LMTA President and V.P. Membership by June 1. Updates on upcoming activities will be submitted no less than seven (7) prior to the fall meeting and will be read at this meeting. The purpose of the meeting is an exchange of ideas by the affiliate presidents.

4. The LMTA Affiliate Membership/Mentor Officers normally meet annually in conjunction with the LMTA conference. The meeting date and time is set with regard to the conference schedule by the Vice President for Membership and Associations. This meeting is often held concurrently with the meeting of Affiliate Presidents. The purpose of the meeting is to share information on recruiting and retention efforts of the various affiliates, to make recommendations concerning LMTA membership policy, and to discuss information from MTNA concerning membership.

FINANCIAL POLICIES

Budgeting

1. An annual budget for conducting the affairs of LMTA is prepared by the Treasurer (and any designated assistants), and presented at the annual meeting of the LMTA Board. At this meeting (typically the Winter Executive Meeting) an estimated budget for the current and future-year conferences will be approved.
2. In order to ensure financial stability for LMTA, an Investment program was initiated in 1970. This should be reviewed annually by the Board and, when possible, additional sums invested. A committee appointed by the president (probably the Executive Committee) should have responsibility, with the treasurer, of making decisions as to the amount and type of investment. This money should not in any way curtail the Association's professional services to its membership.
3. In conjunction with the Winter EC meeting, the President and President-Elect will conduct a comprehensive audit of the Treasurer's books. The Treasurer will supply all pertinent statements, accounting info, etc. at least seven (7) days prior to the annual audit.
4. Due to external fraudulent activity directed at MTNA state and local affiliates, the treasurer's report will not be included in the online minutes or posted online in any form. The following statement should appear under the "treasurer's report" in the online version of the minutes: [Name of Treasurer] presented the Treasurer's Report. Dues-paying LMTA members who wish to view a copy of the report should contact the President.

FEES

MTNA dues increase 10% annually. LMTA dues are periodically reviewed and increased.

2019-20 Dues (MTNA/LMTA):

MTNA	Active	\$81.00	LMTA	Associate	\$25.00
	Senior (70+)	60.75		Active	25.00
	Collegiate	19.00		Senior	25.00
	International	81.00		Student	5.00
	Patron	81.00		6 month new	15.00
	Corporate	200.00			
	Institutional	200.00			

Conference Registration:

LMTA Member Registration: \$48.00

Dual Registration: \$60.00

Non-member Registration: \$55.00

One-day Registration: \$35.00

Student Registration: No charge

On-site Student Registration: \$10.00

All LMTA members must pay the conference registration fee. This includes both presenters and conference host members. All presenters are required to register for the conference. Nonmember presenters are welcome to attend all conference sessions for the member fee. Their badge will indicate their name, followed by "Presenter" and institution, company, or city. Non-member faculty from the host institution are given free registration. They will be given a sticker with "LMTA CONFERENCE GUEST" and a space where they can write their name and institution if they wish. The college chapter member's badge will indicate the student's name and college chapter. Non-member college students who register will be given badges with "FUTURE MEMBER", followed by their names. All other students and parents (if 5 applicable) will be given a sticker with "LMTA CONFERENCE GUEST" and a space where they may write their name.

Conference Book Ad Rates

Advertisement Types	Rates	Special Mention	Showcase	Full Page Ad	Half Page Ad	Exhibit Booth	Web Banner Ad	Digital News Ad
Banquet Sponsor	\$500	✓		✓		✓	✓	✓
Showcase	\$300		✓	✓		✓	✓	✓
Full Page Ad Premium (Front/Back Inside) *	\$250			✓		✓	✓	✓
Full Page Ad *	\$225			✓		✓	✓	✓
Full Page Ad (Local/Edu)*★	\$140			✓		✓	✓	✓
Half Page Ad Premium	\$140				✓	✓	✓	✓
Half Page Ad	\$115				✓		✓	✓
Half Page Ad (Local/Edu) ★	\$65				✓		✓	✓
Exhibit Booth	\$85					✓		

* Pricing remains the same if sponsor chooses not to exhibit.

★ local affiliate or educational institution only

Note: Free exhibit booth/full-page ads in the Conference Bulletin are provided to businesses that donate services or provide equipment for conference use with no charges attached.

Note: Host institution receive Back Cover Full Page Ad at no charge.

Free exhibition space and/or free ads in the Conference Book are provided to businesses that provide equipment with no charges attached. No materials may be sold or promoted in session rooms. Presenters will be provided with table space in the exhibit room where they may sell or promote their personal publications and recordings free of charge. Non-presenters who are members of LMTA may sell their personal publications and recordings at a designated area in the exhibit room for a fee of \$20.00.

DISBURSEMENTS

All requests for reimbursements must be submitted to the Treasurer before the end of the calendar year (December 31st) in which the expenses occurred.

Disbursements to Officers and Chairpersons

1. It is customary for LMTA to pay travel and \$50.00 per day for the number of days the President attends the Division Competitions/Conference, if Division Competitions are held live.
2. It is customary for LMTA to pay travel, registration, obligatory fees, and \$150.00 per diem for the President to attend the National Conference.
3. It is customary for LMTA to pay travel, registration, obligatory fees, and \$150.00 per diem for the President-elect to attend the National Conference.
4. It is customary for LMTA to pay receipted expenses, up to \$500, to any member of the Executive Committee (other than President and President-elect) who attends National Conference.
5. It is customary for LMTA to pay travel and hotel for the President or President-Elect to attend the MTNA Summit each year and to pay the balance of the President's hotel bill if necessary
6. It is customary for LMTA to pay the Treasurer an honorarium of \$1000.00 and pay receipted expenses up to \$300 for operational needs at the Treasurer's discretion.
7. It is customary for LMTA to pay the VP/Publicity receipted expenses up to \$300 for operational needs at the VP/Publicity's discretion.
8. It is customary for LMTA to pay the State Piano Rally Chair the total sum of \$2.00 per student entered in the Torgrimson/Swanzy Competition.
9. Mileage of \$0.40 per mile is paid to LMTA officers and chairs for travel in the line of their duties. All disbursements must have prior approval of the LMTA President. In addition, approved expenses related to LMTA business are reimbursed by submission of receipts to the LMTA Treasurer by December 1st.
10. It is customary for LMTA to pay \$20 to District Rally Chairs (or their representatives) who travel (and drive) to attend the Summer Rally Board meeting. If co-chairs or more than one person from each district is driving, only one person (the driver) will be reimbursed for travel. If meeting is held via video-conference, there will be no reimbursements.

11. It is customary for LMTA to pay \$20 to Officers who travel (and drive) to attend the Winter Board meeting. If more than one person from each district is driving, only one person will be reimbursed for travel. 7
12. It is customary for LMTA to pay \$20 to members of the Chamber Music Competition Committee who travel (and drive) to attend the Chamber Music Competition.

Disbursements to Competition Winners

1. Divisional winners from Louisiana receive \$200.00 after performing in the National competition. This is a travel award, designed to defray costs of travel to the National Conference.
2. LMTA awards \$100.00 to the winner of the LMTA Certification Board Upper Elementary State Competition, and \$50.00 to the alternate in that competition. LMTA awards \$50.00 to the first-place winners and \$25.00 to the second-place winners in the LMTA Elementary Composition Competition. Honorable mention winners receive a state HM ribbon.
3. LMTA awards \$750.00 to the LMTA Commissioned Composer (who is recommended by the Commission Chair and approved by the Executive Board.) MTNA matches this award with \$750.00 for a total award of \$1500.00. The composer must ensure a live performance and must accept any financial burdens incurred in that performance or for subsequent travel and performances if he/she wins the national competition.
4. It is customary for LMTA to reimburse half of the entry fee to students participating in the MTNA Young Artist Competition. This money is disbursed only after the State Competition and only to students who compete.

Disbursements for Adjudication

1. LMTA traditionally has contracted nationally-known clinicians for the state conference. These clinicians usually serve as judges in one or more of our competitions. Thus, the adjudication fee may or may not be part of a flat fee that these clinicians receive. The contract should clearly state whether adjudication fees are included in the clinician fee.
2. The MTNA website should be consulted for the most current rules regarding adjudication requirements. One out-of-state judge is usually furnished for each of the LMTA Rally finals, the Elementary, Junior, Senior, and Young Artist competitions. A complement of three (3) judges must be used for MTNA sponsored competitions with seven (7) or more entrants. In this case, two (2) of

the three (3) judges may be Certified LMTA members with no students entered in the competition that they judge. The current rate of remuneration is \$25.00 per hour for judging all MTNA competitions. Mileage is set at \$0.40 per mile for all adjudicators.

3. Torgrimson/Swanzy Competition judges receive a flat rate of \$400.00.
4. Judges for LMTA State Composition Competition will be paid an honorarium of \$50.00 if there are more than 5 entries.
5. The State Rally Board has the option of invoking a \$50.00 monitor fee for any state affiliate which does not provide a monitor for the Torgrimson/Swanzy Competition if needed.

Disbursements for Meals

1. Board meetings. LMTA pays for meals at the following meetings: a. At Conference: ONLY the LMTA Board prior to the official meeting; other Boards and Committees are "Dutch treat." b. Other than Conference: Any Board or Committee meeting with prior approval of the President.
2. Conference banquet tickets are complimentary for the National Guest, guest (non-LMTA) clinicians, and other invited guests approved by the President. LMTA will pay for up to 2 guests of the LMTA Outstanding Teacher.
3. Collegiate Chapter members are offered a complimentary lunch during their annual meeting (usually at the state conference).

Disbursements for Clinicians and Workshop Fees

1. The LMTA Board determines the general amount of expenditures for the annual conference. This includes the determination of areas of expenditure for clinicians. Using the guidelines set by the Board, clinician fees are set by the Executive Committee when the conference is planned. Section chairs are not authorized to commit LMTA to any fees or expenditures not authorized by the Executive Committee. Budgets for the state conference are approved during the Winter Executive Meeting.
2. Conference presenters will not be paid a fee, nor be reimbursed for expenses.
3. No fees or honoraria will be paid to the National Guest to the conference; conversely, no workshops, clinics or performances are expected of the National Guest.
4. LMTA will subsidize pedagogical workshops sponsored by local associations at the rate of \$3.00 per member in attendance. The proposal must be submitted to

the LMTA President for approval 30 days in advance. An attendance roll must be kept and sent to the LMTA Treasurer for reimbursement.

Disbursements for Honors

1. Each member receiving national certification during a given year will be presented a national certification pin by LMTA and will be honored during the LMTA Conference. LMTA will reimburse members half of the application fee upon obtaining national certification.
2. In honor of Past-Presidents, upon their death, LMTA will contribute \$100 in their name to the MTNA Foundation Fund.

CONFERENCE PLANNING

1. CONFERENCE SITE: The site and host for the LMTA conference is selected by the Executive Committee upon the recommendation of the LMTA President. The rotation for LMTA Conferences shall be as follows: Ruston (2020); Lake Charles (2021); Lafayette (2022); Shreveport (2023); New Orleans (2024); Natchitoches (2025); Baton Rouge (2026)
2. The Local Arrangements Chairs are typically LMTA members who are on the faculty of the host college (university liaison) and the President of the host affiliate. The LMTA President-elect is in charge of the overall conference, and oversees all related planning, communication and activities.
3. Duties: The Local Arrangements Chair(s) shall arrange for conference activities such as:
 - a. Booking the official conference motel/hotel.
 - b. Booking the building and rooms for the various sessions, meetings and meal functions; door monitors and timers for competitions. Room assignments for specific sessions and competitions will be arranged in conjunction with the President-elect.
 - c. Arranging for publicity, local and state-wide.
 - d. Arranging for A/V equipment, recording services (for the commissioned composition), pianos, etc. This includes arranging for people to attend sound and light equipment, stage hands for recitals and piano tuners.
 - e. Supervising the selling of advertisements for the Conference Program Booklet.
 - f. Assisting with arrangements for transportation for visiting clinicians and national guests; work with various area chairs.

- g. Local conference chairs and program section chairs must obtain the approval of the LMTA President before obligating LMTA to pay for any expenses in connection with the conference. It is against our policy to pay for university facilities where an LMTA member holds faculty rank; or, to pay for equipment or instruments unless specifically approved by the Executive Committee.
4. Each Local Affiliate is required to purchase a minimum of a quarter page ad in the program booklet. The President of each Local Affiliate is expected to solicit additional ads for the Conference Program Booklet. Since most of the ads are usually obtained within the host city, a committee of local members from the host affiliate usually directs the selling of advertisements and works cooperatively with the LMTA Advertising Chair and the Program Booklet Editor.
5. Area chairs are expected to make arrangements for clinicians and judges they have engaged. This includes making any necessary hotel reservations and travel arrangements, i.e., between the airport and the hotel and between the hotel and the conference site. The cooperation of the President-elect and the hosting Local Affiliate may be needed to assist in such arrangements.
6. At the conference, session chairs (presiders) must check the meeting rooms prior to each session to see that everything is in order and they are responsible for starting and ending each conference session on time. Each program participant must be notified, in advance, concerning the time allotted, inclusive of question and answer time, for each session or presentation. No encores, except in the case of evening concerts, should be allowed.
7. In accordance with national policy, program participants must be informed that they must not take advantage of conference time to commercially promote their books, compositions, etc. All workshops must adhere to the policies outlined in the anti-trust compliance document agreed upon by MTNA and the FTC.
8. It has been found that a successful conference is one which involves members from all parts of the state, either through participation on programs or by serving on conference committees such as Necrology and Resolution committees, Affiliate Presidents meeting, Membership chair's meetings, etc.
9. A member who edits the Conference Program Booklet will be reimbursed for expenses.
10. College faculty members of the host institution who are not members of LMTA shall be offered the option of free admittance (no registration fees) to all conference sessions. All LMTA members must pay registration.
11. All registration fees are non-refundable.

LMTA Obligations to National Guest

- President appoints the hosts for the National Representative. Officers of the Executive Committee normally share this duty.
- Ascertain when the guest will arrive (President).
- Make a reservation at the conference hotel and request confirmation of the reservation to go to the guest (Local Conference Chair/President).
- Arrange for local transportation, as needed: airport to hotel, hotel to conference sessions, banquet to hotel, etc. (Designated Hosts).
- Send detailed program information, including specific occasions when the guest will speak, as soon as available (President).
- Invite the guest to give a 20–30-minute talk at a conference function where the largest number of people will attend; usually the banquet. (President)
- The National Guest may also be invited to talk informally at various sessions (i.e., the opening general session), affording the opportunity to bring greetings from the national association. (President)
- The guest should be invited to an LMTA Board meeting and to important committee meetings to be available as a resource person. (President)
- LMTA is expected to provide complimentary registration, tickets to banquet and other food functions at which the national guest is expected to appear, and any extra-charge evening functions that might be scheduled. No fee or honorarium may be paid to the National Guest; and no duties, such as judging or acting as clinician, should be assigned (Treasurer).

COMMITTEE/BOARD APPOINTMENTS

1. According to By-Laws, the President appoints a Nominating Committee in odd-numbered years, with Executive Committee approval. The Immediate Past President should serve as the chair of this committee.
2. Members of the Certification Board are nominated by the Local Affiliates and approved by the Executive Committee. At least one member from each local affiliate should serve on this Board.
3. Members of the Rally Board are elected or appointed by local affiliates. The representatives also serve as District Rally Chairs.
4. For the purpose of coordination and exchange of ideas, the presidents of all local affiliates serve as the Affiliate Presidents Committee, and the membership/mentor officers of all local affiliates serve as the Membership/Mentor Committee.

5. The President will appoint an Outstanding Teacher (OT) Award Chair. This Chairperson will take nominations for this honor and appoint a committee to select the recipient. The committee shall be primarily constituted of former OT winners. The award will be presented at the annual conference banquet.
6. The Featured Affiliate for each year shall be the local affiliate hosting the State Conference.
7. The LMTA Commissioned Composition Chair will make provisions for the successful premiere of the commissioned work, the recording, and the entry of the work in the MTNA Distinguished Composer Competition.
8. The Distinguished Service Award may be presented annually at the conference, at the discretion of the President and Executive Committee.

October 2019 Revision

LMTA Constitution

Preamble

The Louisiana Music Teachers Association, 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 this Constitution and Bylaws.

Article I – Membership

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of Louisiana Music Teachers Association, hereinafter designated as LMTA or as the Association.

Section 2. Membership dues shall be proposed by the Executive committee and approved by the LMTA Board.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association (as prescribed in the Bylaws.)

Article II – Affiliated Local Associations

Section 1. Any city, town or district music teachers association may become and remain affiliated with LMTA by fulfilling the requirements of membership as stated in the Constitution and Bylaws.

Article III – Officers

Officers of the Association shall be a President, President-Elect, Vice President for Membership, Vice President for Certification, Vice President for Publicity, Vice President for Rallies, Secretary, Treasurer, Historian/Webmaster, Immediate Past President and two Members-at-Large. The manner of election and the duties of each officer shall be defined in the Bylaws.

Article IV – Executive Committee

Section 1. The Executive Committee shall be composed of the President, President-Elect, four Vice Presidents, Secretary, Treasurer, Historian/Webmaster, Immediate Past President, and two Members at-Large.

Section 2. The Executive Committee shall determine policies of the Association in consultation with the LMTA Board and within the limits of the Constitution and Bylaws. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of 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. In order to transact business a quorum consisting of five voting members of the executive Committee, at least one of them being the President or President-Elect, must be present.

Article V – LMTA Board

Section 1. The LMTA Board shall be composed of the Executive committee, the Area Chairpersons for Advertising, Community Outreach and Education, Commissioned Composer, Student Composition Competition, Technology, Elementary Auditions, Independent Music Teachers Forum, College Faculty Forum, MTNA Collegiate Artist Performance Competitions and Collegiate Chamber Music Performance Competitions, MTNA High School Performance competitions, MTNA Jr. High Performance Competitions, MTNA Foundation, Organ, Piano, Voice, Necrology and Resolutions; Convention Site Chair, Local Association Presidents, Past Presidents Council, Chamber Music Competition Chair and Save Our Students Chair. The manner of appointment shall be defined in the Bylaws.

Section 2. The LMTA Board shall make recommendations to the Executive Committee regarding policy and membership concerns.

Section 3. The LMTA Board shall have the power to rescind by a two-thirds vote any decision of the Executive Committee.

Section 4. Fifteen (15) members shall constitute a quorum of the LMTA Board.

Section 5. The Executive Committee may submit items of business by e-mail to the full membership of the LMTA Board requesting a vote via e-mail ballot. The contents of

the proposals and the results of such e-mail ballots shall be reported to the Secretary, approved and incorporated in the minutes of the next meeting of the LMTA Board. Votes taken by e-mail require a 2/3 majority for passage.

Article VI – Committees

The president, subject to the approval of the Executive Committee, shall appoint such standing and ad hoc committees and chairs as may be required by the Constitution and Bylaws, or as he or she may deem beneficial to the Association. The President shall be a member ex officio of all committees except the Nominating Committee.

Article VII – Meetings

Section 1. There shall be an annual meeting of the Association which is held at the annual state convention, time and place to be determined by the Executive Committee. Notice of such meeting shall appear in the official Association publication 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.

Section 2. Ten (10) 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.

Section 3. Special meetings of the Executive Committee may be called by the President, or upon the request of not less than five (5) of the Executive Committee.

Section 4. The LMTA Board shall meet a minimum of once each year, usually at the annual convention. Prior to such meetings the Executive Committee will meet to prepare various items to be presented before the LMTA Board. Special meetings of the LMTA Board may be called by the President, or upon the request of not less than eleven (11) members of the LMTA Board.

Section 5. 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 not inconsistent with the Constitution and bylaws of the Association or any special rules of order the Association may adopt.

Section 6. The President may appoint a parliamentarian to provide opinions during various meetings.

Article VIII – Publication of Constitution and Bylaws

Members are encouraged to read and consult the LMTA Constitution, Bylaws and Policies and Procedures, which are available on the LMTA website. A printed copy will be given to members upon request.

Article IX – Amendments

Section 1. This Constitution may be amended upon the recommendation of the executive Committee and the LMTA Board at any annual session of the Association by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the membership of LMTA at least thirty (30) days in advance of the session.

Section 2. Approval by a two-thirds vote shall constitute amendment. The ballot and proposed amendments must be submitted to the members of LMTA 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.

LMTA Bylaws

Article I – Membership

Section 1. Active Membership shall be open to all individuals professionally engaged in any field of music activity. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, hold office and receive the official Association publications.

Section 2. Patron Membership shall be open to all individuals and businesses who wish to support the programs of the Association. Patron members shall be entitled to attend programs of the Association, and to receive the official Association publications, but shall not have the right to vote or hold office.

Section 3. Student membership shall be open to all full-time college students currently involved in music study, who are also members of an affiliated association. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the official Association publication, but shall not have the right to vote, hold office, apply for national certification, or enter students into MTNA competitions.

Article II – Revocation of Membership

Section 1. A membership may be terminated for just cause by recommendation of the Executive Committee, with the support of MTNA.

Section 2. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of LMTA. Any accusation that a member of LMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of LMTA, who shall immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership and the certification of that person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA. Any membership terminated under this section shall be reinstated upon the filing with the MTNA President of a certified copy of the judgment reversing the conviction.

Article III – Fiscal Year

The fiscal year shall commence on July 1 and shall end on June 30.

Article IV – Membership Year

Section 1. The membership year for all membership categories except that of student membership shall coincide with the fiscal year, July 1 to June 30. The student membership year shall be October 1 to September 30.

Section 2. Annual dues for all categories of membership shall be due on the first day of the membership year, 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 LMTA/MTNA Competitions, however, annual dues must be paid no later than the first day of September.)

Article V – Election of Officers

Section 1. A Nominating Committee shall be nominated by the President in odd-numbered years to nominate LMTA officers. The committee shall consist of the Immediate Past President, who shall serve as chair, and three Active members of the Association who have been approved by the Executive Committee. Each shall have given his or her consent. The Nominating Committee shall prepare a slate of not more than two (2) candidates for each office. This slate shall appear in an issue of the official

Association publication at least thirty (30) days before the date of the annual session of the Association.

Section 2. The Active members of LMTA 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. Election by the members must be by secret ballot, and each office shall be voted on separately. In the event of only one nominee for an office, the President may recommend election by general consent. The election shall take place at the annual session of the members in odd numbered years. 17

Section 3. 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 the other officers.

Section 4. Each officer shall be elected for a term of two (2) years and may be re-elected. The President, President-elect and Members-at-Large may not hold these offices for more than four (4) consecutive years. No person shall hold the same office for more than four (4) consecutive years.

Section 5. The term of office commences thirty (30) days following the adjournment of the annual session of the Association during which elections are held.

Section 6. No officer may hold a national, division or state office concurrently except the Immediate Past President.

Section 7. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Executive Committee, and be subject to the approval of the LMTA Board. A President-Elect selected in this manner cannot assume the office of President without being elected to that office.

Section 8. An officer may be asked to resign for just cause if it is determined that it is not in the best interest of LMTA for said officer to continue serving on the board.

Article VI – Duties of LMTA Officers

Section 1. Duties of the President

- A. Calls and presides at meetings of the Association, the Executive Committee and the LMTA Board.

- B. Names appointed chairpersons with Executive Committee approval.
- C. Appoints standing and ad hoc committees with Executive Committee approval.
- D. Supervises the planning and execution of the annual convention.
- E. Applies to MTNA for funds due to LMTA.
- F. Oversees operation of important LMTA Boards, i.e. Rally, certification.
- G. Oversees activities of Vice Presidents.
- H. Assists the Treasurer in compiling an annual budget/maintaining finances of LMTA.
- I. Represents the Association at National and Division meetings.
- J. Serves as ex-officio member of all committees except the Nominating Committee.
- K. Performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 2. Duties of Immediate Past President

- A. Serves as chair of the Nominating Committee.
- B. Serves in an advisory capacity to the Executive Committee.
- C. Serves as liaison/communicator to the Past Presidents Council.

Section 3. Duties of the President Elect

- A. Assumes all duties of the President in the absence of that officer.
- B. Coordinates and directs the convention program, acting as a liaison between area chairpersons and the designated local convention chairperson.

Section 4. Duties of Vice President for Membership

- A. Presides in the absence of the President and President-Elect.
- B. Maintains a monthly updated computerized membership directory.
- C. Disseminates this directory, upon approval of the President, to submitted requests.
- D. Coordinates all activities relating to recruitment, retention and development of members.
- E. Coordinates and facilitates the development of LMTA local associations and helps coordinate student chapters in the colleges of Louisiana with the College Chapters Chairs.

Section 5. Duties of Vice President for Certification.

- A. Presides in the absence of the President, President-Elect and Vice President for Membership.
- B. Responsible for the LMTA Certification program.

- C. Maintains permanent and up-to-date records on certified teachers.
- D. Notifies members about renewal requirements.
- E. Presides at Certification Board meetings.
- F. Promotes programs to enhance the growth of certified teachers within the LMTA membership.

Section 6. Duties of Vice President for Publicity

- A. Presides in the absence of the President, President-Elect, Vice President for Membership, and Vice President for Certification.
- B. Serves as editor for the Association's newsletter, "The Score."
- C. Promotes public information about the activities of the Association.
- D. Coordinates with the Vice President for Membership and the Treasurer in keeping an up-to-date membership directory.

Section 7. Duties of Vice President for Rallies

- A. Presides in the absence of the President, the President-Elect, the Vice President for Membership, Vice President for Certification, and Vice President for Publicity.
- B. Presides at LMTA Rally Board meetings of state chairmen for Piano, String, Harp and Voice Rallies and including Rallies implemented in the future.
- C. Supervises with assistance of each State Rally chair, the publication and revision of Rally Syllabi.
- D. Obtains a state chair for each Rally area.
- E. Presides at state Rally competitions with the assistance of the State Rally Chair.
- F. Acts as a liaison between State Rally Chairs and the LMTA Executive Committee.

Section 8. Duties of the Secretary

- A. Records minutes of all meetings of the Executive Committee, the LMTA Board and the Association.
- B. Prepares the minutes in legal form for publishing in the Association's newsletter.
- C. Sees that all minutes are properly preserved in permanent files.

Section 9. Duties of the Treasurer

- A. Maintains proper financial records for the Association.
- B. Prepares periodic financial reports and a recommended budget for the Executive Committee, and annual report for entire membership.
- C. Maintains all checking and savings accounts held by the association.
- D. Pays all bills of the Association upon authorization of the President.
- E. Keeps an itemized record of expenses and a record of income from dues, student fees, convention registration, etc.

- F. Maintains an accurate roll of members with addresses and teaching categories.

Section 10. Duties of the Historian

- A. Collects all records of the Activities of the Association.
- B. Places collected records in the Louisiana State University Archives.
- C. Serves as LMTA Webmaster.

Section 11. Duties of the Members-at-Large

- A. Serve in a training position on the Executive Committee, with voting privileges.
- B. Attend all meetings and share e-mail communication with the Executive Officers.

Article VII – Duties of Appointed Chairs

Section 1. Duties of the Advertising Chair

- A. Works with the VP-Publicity and the Convention Advertising Chair in submitting ads according to current deadlines, dimensions, and specifications of advertising formatting.
- B. Maintains a uniform advertising letter than can be emailed or mailed to possible advertisers upon request.
- C. Contacts music publishing companies, Louisiana music companies, and all symphonies and colleges in the state to encourage advertising in the Score and the State Convention program booklet.
- D. Maintains records of all advertisements with both purchase and renewal information to continue the support of the advertiser. Maintains an up-to-date data base of addresses of all advertisers for Score mailings.

Section 2. Duties of the College Faculty Forum Chair

- A. Encourages college faculty in all music disciplines to become members of LMTA through periodic contact by letters.
- B. Encourages college faculty to enter their students in the MTNA Competitions.
- C. Presides at a College Faculty Forum session at the annual convention.

Section 3. Duties of the Commission Chair

- A. Initiates the search for a composer to be commissioned by using one of the following methods: (1) recommendation/action of the Executive Committee, (2) solicitation of proposals from composers (3) any other method devised by the Commissioning Committee.
- B. Convenes the Commissioning Committee, after consultation with the Executive Committee, to choose (1) the type of composition to be commissioned and (2) the timetable for selection of a composer.

- C. Publishes announcement of the intended commission in national media.
- D. Guides the Commissioning Committee (comprised of the LMTA President, one member with theory/composition credentials and one member from the Executive Committee) in making a selection.
- E. Informs selected composer the timetable for the completion of the work.
- F. Arranges for publicity and premiere performance of the commissioned work at LMTA convention.
- G. Enters a recording of a performance and a copy of the manuscript in the MTNA Distinguished Composer of the Year Competition by December 1.

Section 4. Duties of Community Outreach and Education Chair

- A. Acts as a liaison between LMTA and Local Affiliate Community Outreach and Education chairs and provides them with information they need to promote music in the school and community.

Section 5. Duties of Elementary Auditions Chair

- A. Informs teachers about the auditions, publishes and application form in the "Score," collects the applications, procures a judge and schedules the auditions.
- B. Presides over the auditions, procures door monitors and time keepers, and publishes the names of winners in the "Score," following the completion of the Auditions.

Section 6. Duties of Independent Music Teachers Forum Chair

- A. Disseminates information about the IMTF to the Local Affiliates as requested by the National IMTF chair.
- B. Schedules an IMTF session at the annual convention.

Section 7. Duties of MTNA Student Composition Competition Chair

- A. Publishes a deadline date for entering the competition, receives the entries and procures a judge.
- B. Presides at a Student Composer's Recital at the annual convention.
- C. Follows MTNA guidelines for entering the winning compositions in Division Competition.

Section 8. Duties for the chairs of the MTNA Collegiate Artist Performance Competitions, the Collegiate Chamber Music Performance Competitions, the High School Performance Competitions, and the Junior High Performance Competitions.

- A. Follow directives provided by MTNA for conduction the state Competitions.
- B. Coordinate schedules and adjudicators with on-site competitions chair.

- C. Follow procedures for closing the competitions as instructed in the Handbook by sending a report expeditiously to the Division chair.

Section 9. Duties of MTNA Foundation Chair

- A. Disseminates information from MTNA Foundation to LMTA members.
- B. Conducts an annual fundraiser for contributions to the foundation from LMTA members.

Section 10. Duties of the Performance Area Chairs

- A. Plan programs and appropriate activities in performance areas that may include brass, classical guitar, percussion, piano, organ, strings, voice, woodwinds, chamber music and jazz.
- B. Secure and host clinicians and convention artist for the appropriate performance area.

Section 11. Duties of the Necrology and Resolutions Chair

- A. Acts as a contact person for notification following a member's death.
- B. Makes notification to LMTA members of deaths.
- C. Writes and presents resolutions to the membership at the annual convention.

Section 12. Duties of Technology Chair

- A. Serves as a contact for teachers who may want help in adding technology to their studios.
- B. Arranges and presides at a session for the convention that will be helpful to teachers interested in using electronic technology.

Section 13. Duties of the College Chapters Chair

- A. Disseminates information about college chapters to colleges and universities in Louisiana.
- B. Serves as a contact and resource person for colleges interested in establishing a college chapter.
- C. Works with the president-elect to schedule activities for college chapters at the annual convention.
- D. Presides at the college chapter sessions and events at the annual convention.

Section 14. Duties of Local Conference Chair

- A. Coordinates the annual conference locally.
- B. Serves for one year on the LMTA Executive Committee.

Article VIII – Affiliated Local Associations

Section 1. Any city, town or district music teachers association may petition to the Executive Committee for application with LMTA by providing evidence that the following requirements have 22 been fulfilled:

- a. That two (2) copies of the Local Association governing documents (e.g., Constitution, Bylaws, articles of Incorporation have been filed with the Secretary and that they are consistent with those of LMTA.
- b. That its fiscal and membership year coincide with that of LMTA.
- c. 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.

Section 2. Upon determining that a petitioning local music teachers association has fulfilled the requirements of section one (1) of this Article, LMTA shall approve the petition.

Section 3. In referring to its affiliation, each Local Association shall use the phrase “Affiliated with the Louisiana Music Teachers Association.” This specified phrase shall be included in the constitutions of all affiliated Local Associations.

Section 4. Annual renewal of a Local Association shall be made without reconsideration by LMTA provided:

- a. That the affiliate has not formally notified LMTA that it wishes to discontinue affiliation.
- b. That all changes in the Constitution and Bylaws of the affiliated Local Association have been filed with LMTA, that they are consistent with the Constitution and Bylaws of LMTA, and have been approved by LMTA.
- c. That all provisions of sections one (1) and four (4) of this Article continue to be fulfilled.

Section 5. The Executive Committee may suspend or terminate any Local Association affiliation at any time for justifiable cause.

Article IX – Amendments

Section 1. These Bylaws may be amended upon the recommendation of the Executive Committee at any meeting of the LMTA board by a two-thirds vote. Written notice of

the proposed amendments(s) must be submitted to the LMTA board at least twenty-four (24) hours in advance of the meeting.

Section 2. Upon the recommendation of the Executive Committee these bylaws may be amended by a two-thirds vote via a mail ballot open to the members of the LMTA Board. The ballot and proposed amendment(s) must be submitted to the LMTA 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 X – Dissolution

Section 1. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of outstanding debts shall be contributed to the MTNA Foundation.