

Music Teachers' Association of California
Pasadena Branch By-Laws

**ARTICLE I
TITLE**

The name of this organization shall be the Music Teachers' Association of California, Pasadena Branch.

**ARTICLE II
PURPOSES**

The purpose of this Branch are the promotion of musical culture, the raising of standards of the teacher of music, and the creation of an organization for the general interest in music education.

**ARTICLE III
MEMBERSHIP**

Section 1: The members of this association shall be qualified persons who have been duly approved by the State Board of Directors. Membership shall be divided into seven categories: Active, Provisional, Contributory, Student, Business Affiliate, Cal Plan, and Honorary.

Section 2: Membership shall be granted only by the State Board of Directors. Except for Honorary members, application shall be made directly to the State Office upon a form prescribed by the State Board of Directors. All applicants must pay a non-refundable application fee, except if applying for Student Membership. Membership dues advanced by an applicant shall be returned immediately if the application is denied, but the application fee is non-refundable. Members applying for reinstatement must pay a reinstatement fee as provided in the State's Article IV, Section 19. Upon approval of membership by the State Board of Directors, members agree to be subject to the Association Articles of Incorporation, the State Bylaws, and any policies, procedures, codes, rules, and regulations established by the State Board of Directors.

Section 3: Active Teacher membership shall be granted to qualified persons - teachers who have a Bachelor, Master, or Doctorate degree in Music from an accredited institution, or equivalent thereof as established by the State Board of Directors, indicating a major or concentration in the instrument they teach, and who are engaged in the profession of teaching music with a minimum of two (2) years of music teaching experience. Active Members have a right to vote, and are eligible to hold State or Branch office. Active Members are eligible to participate in all State and Branch programs. The Pasadena Branch shall ensure that the above specified qualifications are met.

Section 4: Provisional membership shall be granted to those persons offering satisfactory evidence of the intention and the ability to qualify for the Active Teacher membership within four (4) years of application. If the Provisional Member has met the requirements for extension, he/she may apply in writing to the MTAC State Office for one extension of two (2) years, which shall be subject to the approval of the State Board of Directors. Provisional Members do not have the right to vote and are not eligible to hold State or Branch office. Provisional Members are eligible to participate in all State programs, and may be eligible to participate in Branch programs upon Branch approval. Provisional membership automatically terminates upon the Provisional Member fulfilling the qualifications required for Active membership, at which time the Provisional Member may apply for change of status.

Section 5: Contributory Membership is an Active Member of another branch (the "Primary Branch) who pays a contributory fee for association with, and limited participation in, only one other Branch (the "Secondary Branch"). The approval and acceptance of Contributory membership is governed at the sole discretion of the Secondary Branch. Contributory Membership fees are established solely by, and paid directly to, the Secondary Branch. Contributory Members do not have the right to vote and are not eligible to hold office in the Secondary Branch. Contributory Members may not enter Certificate of Merit students through their

Secondary Branch. Any Secondary Branch benefits or privileges the Contributory Member may receive are governed at the discretion of the Secondary Branch.

Section 6: Business Affiliated memberships shall be available only to non-teaching persons. This includes firms interested in the purposes of the association.

Section 7: Student membership shall be granted to students pursuing a Bachelor degree in Music or equivalent thereof as established by the State Board of Directors, at an accredited college institution. Student Members do not have the right to vote and are not eligible to hold State or Branch office. Student Members are eligible to participate in all State programs, and may be eligible to participate in Branch programs upon Branch approval. Membership in this class shall not exceed a period of four (4) years. If the Student Member has met the requirements for extension, he/she may apply in writing to the MTAC State Office for one extension of two (2) years, which shall be subject to the approval of the State Board of Directors. Student membership automatically terminates upon the Student Member fulfilling the qualifications required for Active membership, at which time the Student Member may apply for change of status.

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

Section 9: Cal Plan Membership shall be open to those persons who do not yet meet the qualifications for Active membership, but have qualified for enrollment in MTAC's Cal Plan program with the intention to fulfill requirements for Active Membership within a four (4) year time period. If the Cal Plan Member has met the requirements for extension, he/she may apply in writing to the MTAC State Office for a one extension of two (2) years, which shall be subject to the approval of the State Board of Directors. Cal Plan Members do not have the right to vote and are not eligible to hold State or Branch office. Cal Plan Members are eligible to participate in all State programs, and may be eligible to participate in Branch programs upon Branch approval.

Section 10: Branch Transfer. Any member of any class in good standing may transfer from one branch to another. Transfer applications shall be made directly to the State Office. Transfers are effective only upon approval by the receiving Branch, except as otherwise provided in this Section, which shall be communicated through the State Office. The Branch approval process for transfers must be ethical and non-discriminatory. To the extent that a Branch has intentional or inadvertent unethical and/or discriminatory approval practices, policies, or procedures, the State Board has the power to: (i) compel the Branch to revise their approval practices, policies, and/or procedures, and/or (ii) directly approve a transfer to the receiving Branch.

Resignations shall be submitted in writing to the Pasadena Branch Board of Directors. The Branch Membership Secretary shall notify the State Office and the State Membership Secretary at once of such resignations. No membership dues shall be refunded.

ARTICLE IV OFFICERS

Section 1: The officers of the Pasadena Branch shall be President, Vice-President, Recording Secretary, Membership Secretary, Corresponding Secretary, Treasurer, and Three Directors. These officers shall perform the duties prescribed by these by-laws and by the current edition of Robert's Rules of Order, Newly Revised.

Section 2: A nomination committee of three members shall be chosen by the Board of Directors at their March meeting. It shall be the duty of this committee to nominate-candidates for the offices to be filled at the annual meeting.

Section 3: The officers shall be elected by ballot to serve for two years or until their successors are elected, and their terms of office shall coincide with the fiscal year beginning on August 1.

Section 4: A vacancy among the officers shall be filled for the unexpired term by a vote of the remaining officers at a meeting of the Board of Directors within thirty (30) days after such vacancy has occurred.

Section 5: No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. The office of President is served one term at a time.

ARTICLE V MEETINGS

Section 1: The meetings of the Pasadena Branch shall be held each month from September to June unless otherwise ordered by the members or by the Board of Directors.

Section 2: The regular meeting in September shall be known as the annual meeting and shall be for the purpose of presenting information of all Branch activities, and for any other business that may arise. The June meeting shall be known as the Installation of Officers every other year and for any other business that may arise.

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

ARTICLE VI BOARD OF DIRECTORS

Section 1: The Board of Directors of the Pasadena Branch shall be composed of the officers of the Branch (including the Directors), and shall conduct the general business of the Branch.

Section 2: Unless otherwise ordered by the Board, regular meetings of the Board of Directors shall be held on the first Friday of each month from September to June, inclusive. Special meetings of the Board may be called by the President and shall be called upon the written request of three members of the Board.

Section 3: Fifty percent (50%) and one (1) more Board member of the Board shall constitute a quorum.

ARTICLE VII COMMITTEES

Section 1: Standing committees shall be: Bach Festival, Certificate of Merit, Composers Today, VOCE, and other such committees as may be authorized by the Board of Directors. Chair and members of these committees shall be appointed by the President and approved by the Board of Directors at the beginning of the fiscal year and shall serve for a renewable 2-year term.

Section 2: Duties of the Standing Committees shall be prescribed by the Board of Directors. The President shall be ex-officio a member of all committees except the nominating committee.

ARTICLE VIII FEES AND DUES

Section 1: Each new applicant shall pay a non-refundable State Association fee. Student Members excepted until they apply for Active Membership.

Section 2: Each member shall pay both State and Branch dues annually to the State Office. An active Teacher member, upon reaching the age of seventy (70) and upon a one-time application to the State Office and approval of the State Board of Directors, may thereafter be allowed to pay the half the annual State Dues plus half the annual Branch dues, maintaining all rights of Active Teacher membership. Membership dues shall be waived for Active members who have reached the age of eighty (80), and have been in good standing for at least ten (10) years. Proof of age must be provided to the State Office. Member aged 80 and over must annually notify the State Office his/her intention to remain as Active Teacher member.

Section 3: Annual dues are due upon receipt and must be postmarked by July 31, and become delinquent on August 1. Members who do not remit membership dues postmarked by July 31 and have allowed their membership to automatically expire, are not eligible to participate in Certificate of Merit for that year, even if a member newly applies or reinstates their membership and remits dues that are postmarked between August 1 and the registration date for Certificate of Merit that year. There shall be no refunds or pro-rations of membership dues, except where otherwise stated in the State By-laws.

Section 4: A former who wishes to reinstate membership must apply by submitting a **Reinstatement Application** as prescribed by the State Office and pay a Reinstatement Fee in addition to the State and Branch Dues. Reinstatements are subject to State and Branch approval and applicable registration deadlines.

Section 5: Any member desiring a leave of absence and remaining out of State for a year or more shall pay one half annual Branch and State dues during the absence from the State.

ARTICLE IX RELATIONSHIP WITH THE STATE ASSOCIATION

Section 1: The Pasadena Branch shall have representation at the Annual Meeting of the Association by official delegate, one delegate for each twenty-five (25 or fraction thereof) Active Teacher members whose current dues are paid. Voting at the business meeting shall be by delegate vote only. Any other Active Teacher member may have a voice in the discussions of the association. The Branch Membership Secretary shall send a list of the authorized delegates and alternates to the State Recording Secretary at least one week prior to the voting session.

Section 2: The Branch Board of Directors shall allocate an appropriate sum from the treasury whenever possible to assist the authorized Branch delegates in their expenses for attending official State meetings.

Section 3: These by-laws and amendments of these by-laws shall be in conformity with State by-laws and shall be submitted to the State Board of Directors for approval before they may become operative. When a State by-law amendment affects these by-laws, or produces a lack of conformity with these by-laws, these by-laws shall be amended as needed and submitted to the State Board for approval.

Section 4: This Branch has no authority to incur any indebtedness or contract any obligations which might be construed or could be considered a liability of the State Association.

Section 5: This Branch shall have the same fiscal year as the State Association, from August 1 to July 31 and shall send financial reports to the MTAC Central Office on official forms on or before August 15 each year.

Section 6: This Branch shall defend and indemnify the Music Teachers' Association of California and its officers, directors, agents, and employees and save them harmless from and against any and all liability, damage, costs or expenses, including attorney's fees, arising from any claims of any nature whatsoever.

Section 7: The Branch or State Membership Mailing list, in any form, may only be used for music-related purposes.

ARTICLE X PARLIAMENTARY AUTHORITY

Section 1: The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this Branch in all cases where they apply and where they are not inconsistent with these by-laws and any special rules of order that the State Association of this Branch may adopt.

ARTICLE XI AMENDMENT OF BYLAWS

Section 1: These bylaws may be amended at any regular meeting (or at the annual meeting) of the Branch by a two-thirds vote, provided that the amendment has been submitted in writing to all Active Teacher members by mail at least two weeks prior to the meeting. Vote may be submitted in writing or by electronic mail (email) by the Branch members.