

## **GMTA PROCEDURAL MANUAL**

The GMTA Procedural Manual is a compendium of the current procedures, systems, and policies of the Georgia Music Teachers Association. The Procedural Manual replaces the former Standing Rules. Each administration should continue to add to these guidelines as needed and review current ones in order to keep this manual updated.

This manual is divided into the following sections:

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**Updated August 2006**

### **Archivist**

1. The President shall appoint an archivist, with the approval of the Executive Board, to serve until a successor is named. The duties of the archivist shall be to collect and to keep in a secure place all items of historical interest to the Association, including programs, publications, photographs, correspondence, and the official minutes of the Association and the Executive Board.

### **Area Coordinators and Committee Chairs**

1. Area coordinators and chairs who serve on the Executive Board are: Archivist, Arts Awareness and Advocacy, Certification, College Faculty, Collegiate Chapters, Concerns, Finance/Advisory, GMTA Awards, Independent Music Teachers Forum (IMTF), MTNA Foundation, and Technology. In even-numbered years when the President-elect is to take office, the Area Coordinators and Committee Chairs are selected by the President-elect. These appointees are approved by the Executive Board at its meeting immediately following the conclusion of the Conference.
2. Chairs of the Hospitality Committee and the Judges Committee do not serve on the Executive Board. The chairs of these committees serve at the discretion of the President until successors are named.

### **Auditions and Competitions**

1. Judges for GMTA local and state auditions and MTNA Competitions may not solicit or recruit students before, during, or after the audition event. Written notification of this policy shall be the responsibility of the Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions. This statement will be included in the judges' contracts, which must be completed prior to the auditions/ competitions.
2. Each administration shall evaluate the GMTA Auditions site and the MTNA Competitions site to determine if a change in location is advisable. This evaluation should include the conference site and whether it will be separate from the MTNA Competitions date and site.
3. Judges' Compensation Forms must be used by the Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions in submitting requests for judges' compensation. The Vice-Presidents should notify the judges that their checks will be mailed to them by the GMTA Executive Director shortly after the conclusion of the event.
4. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions should review the judges' fees/compensation report annually. If a change is deemed necessary, a recommendation should be presented to the Finance/Advisory Committee.
5. Names of student audition winners are published in the GMTA Newsletter. Requests for other information (names, addresses, telephone numbers, etc.) regarding GMTA/MTNA participants will not be honored. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions are responsible for informing their staff of this policy and for its enforcement.

### GMTA Auditions

1. The GMTA Auditions Itemized Financial Report Form is to be submitted by both the local association chairs (pre-college piano) and the state chairs of all other categories (every category except pre-college piano). Send the form with checks to the GMTA Executive Director and a copy to the Vice-President/GMTA Auditions within one week after the postmark application deadline.
2. An auditions report (giving number of participants and teachers by category) from the Vice-President/GMTA Auditions shall be compiled annually with the assistance of the Division and Category Chairs and the Executive Director. This report shall be presented to the Executive Board at the first meeting following the GMTA Auditions.
3. No alternates will be chosen in the auditions. *Outstanding Performer, Award of Excellence, and Honorable Mention* (OP, AE and HM) terminology should be used. The term *Finalist* will be used to designate those students advancing to the state level.
4. Judges' fees for GMTA Auditions will be \$200 for 4 hours plus \$40 for each additional hour, or \$150 for under 4 hours. Student cancellations will not affect judges' compensations. No lodging, meals, or travel expenses will be paid by GMTA to any judge.
5. Because of copyright, performance rights, availability of score and orchestral parts, etc., those choosing concertos by composers whose death year is later than 1935 are less likely to be accommodated with orchestral accompaniment at the annual state conference.
6. Local associations are divided into two groups, A and B. The Auditions Committee determines the criteria for the local associations' group placement and evaluates this placement periodically. Groups A and B should alternate Friday and Saturday audition days. The audition chairs should attempt to accommodate requests for later afternoon audition times from students whose schools are administering major testing, such as CRCT.
7. The hospitality for judges and staff at the GMTA Auditions will be catered beginning in 2007. Audition fees for teachers and students will be increased as needed to offset this expense.
8. Any changes in the audition rules that are recommended by the Audition Committee and approved by the Executive Board shall be emailed by the President-elect to the Local Association Presidents (LAPs). It is the responsibility of the LAPs to disseminate the information to the local audition chairs and association members through local newsletters and directories. The President-elect shall also notify the webmaster of audition changes so that the website can be updated.

### MTNA Competitions

1. The competitions report (giving number of participants and teachers by category) shall be compiled by each of the state chairs and sent to the Executive Director with a copy to the Vice-President/MTNA Competitions within one week after the competition date.
2. A MTNA Competitions report shall be compiled annually by the Vice-President/MTNA Competitions with the assistance of the state chairs and the Executive Director. This report shall be presented to the Executive Board at the first

meeting following these competitions, shall be printed in the winter/spring edition of the Newsletter, and shall be included on the website.

3. The Vice-President/MTNA Competitions will arrange for lunch and other hospitality to be provided for the judges and competition staff. GMTA will provide a maximum of \$300 for MTNA Competition hospitality.
4. Judges' fees for MTNA Competitions will be \$200 for 4 hours plus \$40 for each additional hour, or \$150 for under 4 hours. Student cancellations will not affect judges' compensations. No lodging, meals, or travel expenses will be paid by GMTA to any judge. (Effective 2004)
5. Composition judges will be paid \$15 per score with a minimum guaranteed compensation of \$50.
6. Scheduling for MTNA Competitions should be based on proximity rather than the order in which the applications were received or any other method.

### **Award Funds:**

1. The Composition Award Fund, initially funded by Betty Nolting in 1987 (to be renamed the Betty Nolting Award at the time of her death) is an award given annually to first-place winners in the MTNA Student Composition Competition in each age category. The amount of the award will be a maximum amount of 90% of the earnings for that year plus any subsidy from the GMTA operating budget, divided by the number of first place winners. Additional donations will be accepted and added to the principal. The principal will be invested at the discretion of the Finance/Advisory Committee. The first award was presented in 1988.
2. The Broadhurst Junior Piano Award Fund was established in 1992 by the Broadhurst family in commemoration of Joan Broadhurst. This award will be given annually to the MTNA Junior Piano Performance Competition winner. The amount of the award will be the amount of 90% of the earnings for that year. Additional donations will be accepted and added to the principal. The principal will be invested at the discretion of the Finance/Advisory Committee. The first award was presented in November of 1992.
3. The GMTA Honors Award Fund was established in 1993 to include honorary and memorial gifts. Awards are made from this fund at the discretion of the Finance/Advisory Committee.
4. Future award funds may be established and named in honor of any person or organization. The minimum amount required to establish a fund is \$10,000. The maximum amount of the award shall be 90% of the earnings for that year. The Finance/Advisory Committee reserves the right to make the final decision of the award recipient, taking into consideration the wishes of the fund initiator.

### **Board Meetings and Minutes**

1. Any main motion to come before the board must be presented to the GMTA President in writing thirty days prior to the board meeting. If financial consideration is involved, any motion exceeding \$500 must come before the Finance/Advisory Committee prior to the board meeting.

2. All GMTA financial reports and GMTA minutes must be backed up in an appropriate data storage unit (computer disc, thumb drive, etc.) and kept in a fireproof box at the office of the Executive Director and one copy at another location.
3. Since the GMTA board meeting minutes are sent to the board one month in advance, the minutes do not have to be read at the actual board meeting, nor is it necessary to call for the motion or a second. The GMTA President shall ask for any additions or corrections to the minutes, and declare the minutes accepted (as corrected, if necessary).

### **Certification**

1. National Certification testing is available annually at the GMTA Conference. The GMTA Certification Chair conducts testing and acts as liaison with the national office regarding certification issues.

### **Collegiate Chapters**

1. Collegiate Chapters may be formed by sponsoring institutions and pre-college chapters by local associations. Each chapter shall have a sponsor or advisor who is an active member of the Association and MTNA.

### **Commissioned Compositions**

1. The permanent collection of GMTA/MTNA Commissioned Compositions will be stored at the Kennesaw State University Music Library. The compositions will be catalogued through the Main Library and will be kept in the Music Library available to interested parties.
2. The GMTA President is responsible for following the rules and regulations of the MTNA Composers Commissioning Program. These rules and regulations are found in the state presidents' handbook issued/updated annually by MTNA.

### **Conferences**

1. All GMTA members attending the conference will pay conference registration fees, including officers, chairs, conference clinicians, presenters and performers. Clinicians, presenters, performers, and audition chairs who attend only the session in which they participate are not required to register. GMTA members who serve as headliners or performers may be considered for free registration at the discretion of the Vice-President/Program and the President.
2. GMTA student members and the students and faculty of the host college should receive free conference registration, but no complimentary banquet tickets. Clinicians, presenters, and performers who are not members of GMTA receive free registration, but no complimentary banquet tickets unless authorized by the Vice-President/Program and the President.
3. Complimentary banquet tickets should be given to any MTNA Representative, the administrative representative of the host college and spouse, the music officer of the host college and spouse, the guest artists, GMTA Teacher of the Year, and banquet performers. Other guests may be considered for complimentary banquet tickets at the discretion of the Vice-President/Program and the President.

4. No GMTA member receives a fee for serving as a clinician, presenter, or performer at a GMTA Conference. Reimbursement of expenses incurred by clinicians, presenters, or performers for expenses will be left to the discretion of the Vice-President/Program and the President, according to need and funds available.
5. GMTA supports an active exhibit program at its annual Conference to the extent that the host institution and the Association are capable of providing facilities and to the extent that the exhibits are not counter to the philosophy of the host institution or the Association. The Association will facilitate the sale of exhibit space. The Finance/Advisory Committee will establish the price per table each year. (The first reported fee for an exhibit table was \$50 in 1987.) Since exhibit space is limited, requests will be granted as applications are received. GMTA and the host college do not assume security responsibility for exhibitors' property. Exhibitors will need to remove valued merchandise from the college or find an approved secured place to store items after registration closes for the day. No pedagogical or performance activities (workshop, masterclass) may be presented by exhibitors at the exhibit area. Any exhibitors wishing to make a presentation on the official conference program must contact the Vice-President/Program in advance of the conference.
6. The host college for the annual GMTA Conference will be offered a complimentary exhibit table at the conference.
7. The host college for the annual GMTA Conference will receive a complimentary 5"x8" advertisement space in the GMTA conference program.
8. GMTA, its local associations, and the host college will implement all official receptions and hospitality on campus during the Conference.
9. GMTA will allocate a total of \$200 to be disbursed among host associations which assist with conference hospitality.
10. Colleges and universities other than the host college, as well as other organizations, wishing to hold receptions or hospitality may do so at sites other than the host college and must assume responsibility for all arrangements and publicity.
11. The local association(s) may be asked to assist the Vice-President/Program with the annual conference.
12. The Past Presidents may periodically be honored as guests of the Association at conference banquets.
13. A proposed conference budget shall be compiled annually by the Vice-President/Program with the assistance of the President and the Executive Director. This budget will be presented to the Executive Director by February 1<sup>st</sup>. The proposed conference budget will be incorporated into the general operations budget, prepared by the Finance/Advisory Committee at their spring meeting.
14. In an effort to provide sessions/activities of interest to vocal teachers, in the early 1980's GMTA reached an agreement with the National Association of Teachers of Singing (NATS) that their Fall Workshop/Masterclass may be scheduled to coincide with the GMTA Conference. GMTA agrees to pay \$500 annually to help offset the cost of the NATS artist. In return, GMTA obtains a second conference headliner for a nominal fee. Members of GMTA who register for the conference are welcome to attend the NATS masterclasses free of charge. NATS members may attend the GMTA conference sessions with payment of the GMTA conference registration fee.

15. The Executive Director will provide the conference headliner(s) and the commissioned composer with IRS Form 1099 for tax purposes.
16. Pre-college students and their parents may attend the GMTA Conference masterclass free of charge, provided their teacher is a GMTA member who is registered at the conference.
17. In even numbered years, there will be a conference drawing of first-time attendees. The winner(s) will receive complimentary conference registration for the following year's conference.

### **Directory**

1. All Directory advertisements must be submitted in "camera ready" form. If not, the advertiser will be charged for the composition and typesetting.
2. A 20% discount will be offered to all advertisers who advertise in the Directory, Conference Program and two issues of the Newsletter. In order to receive the 20% discount, the ad contract must be accompanied by payment or a purchase order number.
3. The GMTA Directory will be distributed to members at the GMTA Conference. Shortly thereafter a Directory will be mailed bulk-rate to each member in good standing who did not receive one at the time of the conference. Members should be aware that if the GMTA office does not have their correct mailing address, the post office will not forward bulk mail. Members who pay their membership dues later in the membership year may be mailed a printout of the auditions information in lieu of a GMTA Directory.
4. Members may purchase additional copies of the GMTA Directory and other GMTA publications, when available, based on current cost plus postage.

### **Duties of Officers**

1. The President shall preside at meetings of the Association, shall call and preside at meetings of the Executive Board, and shall be empowered to conduct the day-to-day business of the Association. The President shall, subject to the approval of the Executive Board, appoint committees as deemed necessary, and shall be a member ex-officio of all committees except the nominating committee.
2. The President-elect, in the absence of the President, shall perform the duties of the office. The President-elect shall serve the President in an assisting capacity, and shall serve as chair of the nominating committee in even-numbered years. The President-elect, upon completion of that term in office, shall become President of the Association.
3. The Vice-Presidents shall perform duties applicable to their offices as requested by the President and Executive Board and prescribed by the parliamentary authority adopted by the Association. If the President-elect is unable to preside in the absence of the President, then a Vice-President, selected by the Executive Board, shall preside in the absence of that officer. The Executive Board shall determine the number and titles of Vice-Presidents to be elected.
4. The Vice-President/Program shall be responsible for planning and coordinating the state conference.
5. The Vice-President/Membership shall be responsible for membership promotion and shall assist in the establishment of local associations and student chapters.

6. The Vice-President/Publications shall serve as editor of the GMTA Newsletter, and shall serve in an advisory capacity for other Association publications.
7. The Vice-President/GMTA Auditions shall be responsible for all Association auditions which are separate from MTNA Competitions. The GMTA auditions chairs shall serve under this officer as the GMTA Auditions Committee. This committee shall determine fees and regulations concerning the GMTA Auditions programs. All such determinations shall be subject to Executive Board approval.
8. The Vice-President/MTNA Competitions shall be responsible for the MTNA Competitions at the state level. The state chairs in this area shall serve under this officer as the state MTNA Competitions Committee. This committee shall determine fees and regulations concerning the state MTNA Competitions in compliance with MTNA rules and regulations. All such determinations shall be subject to Executive Board approval.
9. The Secretary shall keep minutes of all meetings of the Association and the Executive Board. The Secretary shall see that the minutes are in legal form and properly preserved.
10. The Members-at-Large shall serve in an advisory capacity and shall perform duties as requested by the President.
11. The Immediate Past President shall serve as an advisor to the President, serve on the Finance/Advisory Committee, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
12. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Finance/Advisory Committee and shall be subject to approval of the Executive Board. A President-elect selected in this manner cannot assume the office of President without being elected to that office by the membership in a special election.

**Executive Director (Paid Administrator)**

1. As of April 2000, the Paid Administrator is known as the GMTA Executive Director.
2. The Executive Director shall handle all funds of the Association and make a report of the financial condition of the organization at the annual business meeting of the Association and at all meetings of the Executive Board. The records of the Executive Director shall be reviewed annually by an accountant engaged by the President.
3. The Executive Director will update the job description for the position and present it to the Finance/Advisory Committee at the annual budget planning meeting.
4. In addition to the maintenance of an in-home GMTA office, the areas of responsibility will include layout of publications and solicitation of advertisements, compilation of the directory of the Association, preparation of financial statements and budgets and assistance with the annual financial reviews. The Executive Director acts as conference registrar and exhibit coordinator and as liaison between MTNA, the GMTA Executive Board, local associations and the GMTA membership. GMTA will pay the monthly phone charges, including necessary long-distance calls, for a GMTA phone in the home of the paid administrator.
5. As a courtesy, the Executive Board requests that the membership avoid telephoning the Executive Director on weekends and on weekdays before 9:00am and after 4:00pm. Calls should be limited to five minutes, if possible.

6. The Executive Director's salary will be stated annually in the GMTA budget. The agent commission will be a fixed fee incorporated into the annual salary. GMTA will pay a fee to have all publications (Newsletters, Directory and Conference Program) typeset. (As of 1999, GMTA was paying \$20-25 per page for typesetting.)
7. The Executive Director shall attend the GMTA Executive Board meetings as an ex-officio member and shall present current financial statements; submit quarterly financial statements to the Finance/Advisory Committee; attend Finance/Advisory meetings as an ex-officio member; and attempt to recover losses resulting from returned checks.

### **Finance/Advisory Committee**

1. The President shall appoint one to three members to serve on the Finance/Advisory Committee along with the President, the Immediate Past President, the President-elect and the Executive Director (ex-officio without vote).
2. The term of service for the three members serving on the committee due to the office they hold (President-elect, GMTA President, and Immediate Past President) will expire when their term as Immediate Past President ends. The term for non-officers will be three years. Past committee members may be asked to serve in an advisory capacity.
3. The Finance/Advisory Committee Chair shall be appointed by the President.
4. The Finance/Advisory Committee shall prepare a budget to be presented to the Executive Board for its approval at the last meeting prior to the beginning of the fiscal year.
5. The Finance/Advisory Committee shall update the Procedural Manual in even-numbered years or as needed.
6. All current members of the Finance/Advisory Committee, whether or not they serve on the Executive Board, shall receive copies of the minutes of the meetings of the Executive Board.
7. The Finance/Advisory Committee shall serve in an advisory capacity to the President and the Executive Board.

### **Financial Policies (other than Auditions/Conferences)**

1. When a contribution from GMTA, a fee, etc., is based on the number of GMTA members, unless otherwise specified by Southern Division or MTNA, the number should be the total number of paid regular members and should not include student members since their membership dues are not sufficient to warrant inclusion in extra expenses.
2. The Association reserves the right to discontinue service to clients whose accounts are delinquent for more than four months.
3. The President, President-elect, Past President and Executive Director will sign the signature card required by GMTA's bank.
4. No GMTA member shall receive any compensation from GMTA (including travel, food, or lodging) for serving in any capacity except in those cases specifically provided by GMTA policy or by Executive Board decision.
5. GMTA provides an Expense Report form for the GMTA officers and chairs to be reimbursed for eligible expenses. Eligible expenses include necessary office supplies,

copies, postage and phone charges necessary to complete their duties. GMTA will not reimburse expenses for printer cartridges. Receipts must be attached to the expense report form, and the form must be mailed to the Executive Director. GMTA's fiscal year ends on June 30<sup>th</sup>. All expense reports must be submitted prior to that date in order to be included in the appropriate budget. At the end of each administration's term, all expense reports must be received in the GMTA office no later than December 1<sup>st</sup>.

6. Mileage and travel expenses are paid only to the GMTA President (or designate) as the Association's official representative to Southern Division and the MTNA Conference.
7. The following officers may secure a prepaid long-distance calling card if needed: GMTA President, President-elect, Immediate Past President, Vice-President/Program, Vice-President/GMTA Auditions, Vice-President/MTNA Competitions, and Executive Director. This expense may be submitted to GMTA for reimbursement.
8. Requests for expenses in excess of \$50 should be submitted to the Executive Director and approved by the Finance/Advisory Committee prior to any purchase.
9. Any motion that involves expenditures exceeding \$500 must have the approval of the Finance/Advisory Committee prior to the board meeting.
10. The GMTA President may authorize non-budgeted expenditures of 0.5% of the budget and the Finance/Advisory Committee may authorize non-budgeted expenditures of 1.5% of the budget without the approval of the Executive Board.

### **GMTA Recognition**

1. Special recognition of a GMTA member, other than the Teacher of the Year Award, must be approved by the Finance/Advisory Committee.
2. The President-elect shall have a plaque prepared (to be reimbursed by GMTA) to present to the outgoing GMTA President following the installation of the new officers.
3. Unless approved by the Executive Board, no other officer, committee chair, committee member, etc. shall receive a plaque or other item of recognition for serving a regular term of office.

### **Judges Committee**

1. The Judges Committee will consist of a chair appointed by the GMTA President, the Certification Chair, and the President-elect. The chair of this committee will (a) write an article for the GMTA Newsletter to encourage other teachers to apply to become judges and to remind teachers the list is available in the directory, (b) check the names on the existing list before June 1<sup>st</sup> of each year to make sure membership is current, and (c) send this revised list to the Executive Director by August 1<sup>st</sup> for inclusion in the upcoming Directory, (d) keep applications and assist a teacher in the process of being included on the list, (e) contact each judge on the present list every five years (2005, 2010, etc.) to ask if the judge wants to remain on the list and if any information has changed, and (f) call a committee meeting when necessary.
2. The GMTA Suggested Piano Judges List, which is printed annually in the GMTA Directory, has been compiled for use by local audition chairs or festival chairs for

assistance in locating potential judges who have letters of reference for the category in which they wish to judge and approval of the judges committee. Any GMTA member, whether on the list or not, may accept an invitation to judge any GMTA event. This list is to be an aid, and not the only source from which judges may be selected. The (X) indicates the person's judging preference and shows that each applicant has two letters of recommendation to support this judging preference. The suggested pay rate for local associations is a minimum of \$25 per hour.

3. How to apply for inclusion on the list and requirements to remain on the list: (a) the applicant must be a member in good standing with GMTA; (b) the applicant will supply two names of references from GMTA members to be contacted by the committee, and (c) the applicant will submit teaching and judging experience on form. The following will result in automatic removal from the judges' list: (a) failure to pay dues by the July 1 deadline; (b) two or more written complaints submitted by GMTA members to the judges committee.
4. Any further questions or requests for applications should be directed to the chair listed in the GMTA Directory.

### **Mailing List**

1. The GMTA mailing list is available for purchase in the form of mailing labels for \$75, floppy disc for \$300, or a copy of the GMTA Directory for the price of a business card-size Directory advertisement. The list can be sorted by zip code and printed on mailing labels, ready for a bulk mailing. A prepaid check or purchase order must accompany the order for GMTA's mailing list.
2. All GMTA members' names and addresses will be included on the GMTA mailing list. Names may not be deleted when the list is sold to outside organizations.

### **Membership Classifications and Policies**

1. GMTA is affiliated with MTNA and all GMTA members must hold membership in MTNA. Membership in a local association is not mandatory. The membership year is July 1 to June 30, except student and six-month memberships.
2. GMTA offers the following types of membership: **Active Membership**: This membership is open to all individuals professionally engaged in any field of musical activity. Active members are entitled to participate in all GMTA/MTNA activities and programs, to vote, to hold office, and to receive the official publications of the Association. Recent college graduates will be granted half price state membership for one year, provided they join GMTA within one year of graduation. **Senior Membership**: Members 70 years of age or older will receive a senior discount of 25% as of June 30, 2001. Those members who had been receiving a 50% discount prior to that date will continue to do so. Senior membership carries all of the privileges of Active membership. **Student Membership**: This membership is open to all full-time college students currently involved in music study. Student 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, hold office, or enter students in GMTA/MTNA competitions. The student membership year is October 1 to September 30. **Patron Membership**: This membership is open to all individuals who are not professionally engaged in any field of music activity, but who wish to

support the programs of GMTA/MTNA. Patron members are entitled to attend programs of GMTA/MTNA and to receive member publications, but do not have the right to vote or to hold office. (Note: State membership is not an MTNA Patron membership requirement.) **Six-Month Membership:** This membership is open to individuals meeting active member criteria, but who have never been members of GMTA/MTNA. The six-month membership runs from January 1 through June 30.

3. No requests for dues refunds will be honored after the beginning of the fiscal year (July 1). Prior to that time, dues may be refunded, but a processing fee of \$10 will be assessed.
4. State dues will be raised \$2.00 every two years (at the board meeting when the new GMTA President takes office).
5. All members are to abide by the MTNA Code of Ethics.
6. Membership may be terminated by the member or revoked by the Association as prescribed in the GMTA Procedural Manual or the MTNA Bylaws. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of GMTA. Any accusation that a member of GMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of GMTA, 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 of the 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.
7. Regarding collection of membership dues: (a) statements will be issued by MTNA in the spring of each year, (b) payment is due upon receipt of the statement, (c) MTNA will send GMTA and its local associations a rebate check for membership dues on a regular basis, (d) a reminder notice will be sent by MTNA each summer.
8. Membership campaigns may be held beginning July 1<sup>st</sup> of odd numbered years and ending on June 30<sup>th</sup> of the following year. The local association with the most new members and the local association with the highest percentage of new members will both receive one complimentary conference registration.

### **MTNA Forms**

1. On the MTNA form for listing state association officers/chairs, the GMTA President-elect shall be listed as the Local Association Chair. The GMTA Vice-President/MTNA Competitions shall be listed as the MTNA Competitions Coordinator. The Vice-President/MTNA Competitions shall be responsible for forwarding all MTNA/Southern Division correspondence to the proper Division/Category Chairs.

### **Miscellaneous Policies**

1. Established procedural guidelines, which are adequately serving the Association, shall not be changed solely for the purpose of accommodating individual officers or chairs.

2. Neither GMTA letterhead nor titles may be used by individual board members when expressing opinions – internally or externally – that are not officially those of the Association. Neither may individuals imply that the Association shares their views. In all cases, the President (or his/her designate) represents and speaks for the board and for the entire Association.
3. The Procedural Manual shall be distributed in its entirety to the officers and area coordinators at the beginning of every term.
4. The MTNA Foundation Drawing will include all individual contributions made from January 1 to Sept 30 (one chance per \$10 contribution) and individual contributions made during the GMTA Conference in November.

### **Newsletter**

1. The summer/fall issue of the Newsletter shall be the final mailing of a GMTA publication to delinquent members.
2. Because of limited space and the high cost of the publication, the GMTA Newsletter is to include only articles and news on the State, Southern Division, and National levels, except the winter issue each year is to include the local association news. An exception for some outstanding accomplishment may be considered by the editor and the President. News releases from colleges, individuals, etc. should not be considered so as not to set a precedent. Other articles not meeting above criteria are available subject to space and current advertising fees.
3. It is preferred that advertisers not include an order or response form in advertising space in the GMTA Newsletter since each page of most publications usually contains items that should be retained by members for reference, and other advertisers would not wish their ads to be cut out if they should appear on the back of such forms.
4. Members may purchase additional copies of the GMTA Newsletter and other GMTA publications, when available, based on current cost plus postage.
5. A 20% discount will be offered to all advertisers who advertise in the Directory, Conference Program and two issues of the Newsletter. In order to receive the 20% discount, the ad contract must be accompanied by payment or purchase order.
6. All Newsletter advertisements must be submitted in “camera ready” form. If not, the advertiser will be charged for the composition and typesetting.

### **Presidential Authority & Travel**

1. The President shall have the authority to conduct business by e-mail, mail or telephone with the Executive Board. When approval is needed by vote, a return by 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by e-mail, mail or telephone shall be reported at the next Board meeting so that this information may be included in the minutes.
2. The president shall be the official delegate of the Association for the annual divisional competitions and the national conference. Expenses as delegate shall be paid from the treasury for each of these events.
3. Provided funds are available in the treasury, the GMTA President’s travel expense to the Southern Division Competitions and National Conference shall include coach airfare or 33 cents per mile if by auto (note: the total amount of transportation reimbursement is not to exceed the amount of coach airfare); hotel/motel room for

three nights for Southern Division and six nights maximum lodging for the National Conference; and a food allotment at a rate of \$40 per day for three days Southern Division and six days for National (maximum). Expenses incurred by attending the Leadership Summit in excess of the amount reimbursed by MTNA may be paid by GMTA, provided sufficient funds are available in the treasury. These amounts are to be reviewed frequently by Finance/Advisory Committee and adjusted to be in line with current needs.

### **Revision of Procedural Manual**

1. Upon the recommendation of the Finance/Advisory Committee, the Procedural Manual may be updated at any meeting of the Executive Board by a simple majority (51%) of members present and voting. Written notice of the proposed update(s) must be submitted to the Executive Board at least twenty four (24) hours prior to the meeting.
2. Upon recommendation of the Finance/Advisory Committee, the Procedural Manual may be updated by a majority vote via e-mail or other media ballot open to the members of the Executive Board. The ballot and proposed update(s) must be submitted to the Executive Board at least seven (7) days prior to the voting deadline. The voting deadline must be clearly stated on the ballot.

### **Teacher of the Year Award**

1. The GMTA Teacher of the Year Award is presented annually to a member of GMTA in recognition of excellence in teaching, musicianship, professional activity, and service to the community and/or state. The award, which is presented at the Conference luncheon/banquet, will include a plaque, a complimentary luncheon/banquet ticket, and recognition in the GMTA Newsletter and on the GMTA Website. The GMTA Teacher of the Year will be entered in the MTNA Teacher of the Year competition.
2. The Award is entitled "Teacher of the Year: Recognizing Lifetime Achievement as a Music Teacher."
3. The Teacher of the Year Selection Committee shall consist of the GMTA President-elect and two other members, one or both of whom may be former Teacher of the Year Award recipients.
4. Any member may nominate any GMTA member for this award.
5. The criteria listed on the MTNA Teacher of the Year application form will be used in the GMTA selection process. If a candidate is nominated for a second time, a new application must be filled out and new letters must be submitted.
6. The Teacher of the Year Teaching Tips will be included on the GMTA Website.

### **Website**

1. All GMTA Audition material that appears in the GMTA Directory will be included on the GMTA Website.
2. Pictures of the Executive Board and area coordinators will be included in the leadership section of the website.

3. The GMTA Website has a commercial host. The current registrar for the website is Network Solutions. The domain name ([www.ga-mta.org](http://www.ga-mta.org)) must be renewed each year.
4. The Bylaws of the Association and the Procedural Manual will be included on the website.

### **POLICY STATEMENT**

The Georgia Music Teachers Association affirms and endorses the right of independent music teachers to teach music in their homes.

The Association takes the position that private music teaching in the home is not a business but is an educational occupation, and as such, teachers performing this service should not be required to obtain business licenses nor should they be in violation of any residential zoning ordinances by teaching one on one in their homes.

Private teachers should assume the responsibility for maintaining the neighborhood standards.

Reasons to support this policy:

- (1) Teachers have taught in their homes for over a century and are preserving a vital musical heritage by teaching the great musical literature of the ages.
- (2) The services of the independent music teacher are unavailable in the public schools but are a necessary supplement for their successful music programs.
- (3) Pre-college students planning to pursue a musical career in college must avail themselves of the services of the private music teacher.
- (4) As a school is located in a residential community for the safety and convenience of students and parents, so must the private music teacher be located there.
- (5) The cost of private music lessons would be prohibitive if teachers were located in the business district. Only wealthy students would be able to afford lessons.

This policy statement was drawn up by Joan Broadhurst, Independent Music Teachers Forum Chair, Janice White and Mary Brown on October 15, 1986, revised October 22, 1986 and approved at the January 1987 GMTA Executive Board Meeting.