

Parkland Music Teacher's Association

I. NAME

1. The name of this organization shall be "Parkland Music Teacher's Association".
2. For purposes of these bylaws, Parkland Music Teacher's Association shall be known as PMTA and Board of Directors shall be known as the Board.

II. MEMBERSHIP

1. Types of Membership:

a. Active Membership is open to all persons in Parkland County, over the age of 18, who are professionally engaged in any field of musical education who adhere to the bylaws of the PMTA and have paid their membership fees. Active membership shall provide the privileges of participation in the activities of the association including holding office and voting. All Active Members, unless they otherwise request, shall be included in the PMTA listing of music teachers.

b. Associate Membership is open to all persons in Parkland County who are NOT professionally engaged in a field of musical education. These members must also adhere to the bylaws of the PMTA and have paid their membership fees. Associate membership shall provide the privileges of participation in the activities of the association including holding office and voting.

c. Honourary Life Membership is open to any former Active Members who are no longer professionally engaged as music educators. Honourary Life members are NOT required to pay any membership dues, shall not hold office, but are allowed full voting privileges. Honourary Life Members must be nominated by two non-board Active Members and approved by the Board.

2. Membership Cancellation: Any member wishing to withdraw from membership may do so upon a notice in writing to the Board. If any member is in arrears for fees, such member shall be automatically suspended at the expiration of two months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Reinstatement may only occur from payment of fees. With the exception of non-payment of fees, a member may not be expelled.

III. MEMBERSHIP DUES

1. PMTA annual dues for Active and Associate Membership shall be set by the Board. No dues shall be required for Honourary Life Membership.
2. Membership renewal fees must be paid no later than July 1.
3. New members may join at any time during the year but dues must be paid in full before membership is granted.

IV. BOARD OF DIRECTORS

1. General Information

a. Board Officers shall be elected at the Annual General Meeting by the general membership for a two (2) year term. The President is limited to two (2) consecutive terms (4 years).

b. The Board shall handle the regular business of the organization. The Board may submit recommendations to the membership for approval.

c. Regular meetings of the Board shall be held at least once every three (3) months.

d. A quorum for conducting the business of the Board shall not be less than 60%.

e. Each outgoing Board must leave in the treasury a sum equal to the unpaid bills or obligations for which the administration is responsible.

f. If notification has been received by the Board verbally or in writing that a Board Officer must leave his/her position before the next election, a replacement shall be appointed by the Board.

g. A Board Officer who does not comply with assigned responsibilities may be relieved of office by a 60% vote of the Board members. The Officer must be notified in writing and the Board shall appoint a replacement.

2. Board Officers

a. President.

- Presides at all Board meetings and general meetings.
- Provides leadership and direction to the Board.
- May sign cheques in the absence of the Treasurer.
- Sign all contracts with Board's approval.
- May serve as an ex-officio member of all committees.
- Set agenda and submit to secretary for Board and general meetings.
- Has full voting privileges but may choose to abstain; must vote in case of a tie.
- Delegates responsibilities to willing members of the Board and membership.
- Monitor financial planning and reports.
- Annually evaluates the effectiveness of the organization in achieving its mission.

b. Vice President

- Fulfill presidential duties in the absence of the president.
- Develops a basic knowledge of other Board positions in order to substitute in the event of another Board member's absence. This knowledge may be passed on to any member that is considering a Board position.
- May serve as an ex-officio member of all committees.
- Shall continually look for opportunities to expand membership and PMTA's voice in the community.

- Shall complete any other tasks set forth by the president.

c. Secretary

- Take minutes at each meeting; revise as requested.
- Send minutes to the membership within one (1) week of any meeting.
- Communicate with the Board and general membership as required.
- Communicate all PMTA information to the webmaster for addition to the website.
- Record membership attendance at every meeting.
- Keep registry of each member and membership fees; submit membership fees to treasurer upon collecting.
- May serve as an ex-officio member of all committees.
- If unable to attend any meeting, responsibilities of Secretary will fall to any other Board member at the Board's discretion.

d. Treasurer

- Manages all finances of the PMTA.
- Receives, records, and reports all monies paid to or paid out from the PMTA.
- Signs all cheques with the approval of the Board.
- Presents a full, detailed account of receipts, disbursements, and income to the board or membership whenever requested.
- Provides an up-to-date financial statement at every board meeting.
- Provides a detailed financial statement, including assets and liabilities, to be presented at the AGM.
- Prepares detailed budget for Board approval.
- Provides Board-approved budget at the AGM for membership approval.
- Provides auditor with adequate information to do a fair and thorough audit.
- Files the annual return with the government of Alberta.
- May serve as an ex-officio member of all committees.

e. Members at Large (limited to three persons)

Responsibilities include, but are not limited to:

- Provides insight from the membership and serves as the voice of the membership in any and all board meetings.
- May serve as an ex-officio member of all committees.
- Shall complete all other tasks as set forth by the Board.

f. Past President

- May serve in an advisory position at the request of the incoming Board for no longer than one (1) year.
- Shall not have Board voting privileges.

V. MEMBERSHIP MEETINGS

1. The PMTA shall hold an annual general meeting (AGM) on or before June 30 in each year, of which notice by email and by website announcement shall be given at least twenty-one (21) days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, and up to three Members at Large. Any member running un-opposed must receive an affirmation vote of at least 60%. Any vacancy occurring during the year shall be replaced by Board appointment. Any Active or Associate Member in good standing shall be eligible to hold any office in the PMTA.

2. Special meetings of the PMTA may be called at any time by the Board of Directors by email and by website announcement at least twenty-one (21) days prior to the date of such meeting. A general meeting may also be called by the Board at the request of the membership provided the Board has received a petition signed by one-third of the membership, setting forth the reasons for calling such meeting.

3. 30% of the current membership, of whom at least three (3) members must be elected officers, shall constitute a quorum at any general or special meeting.

4. All members are allowed one vote and must vote in person.

VI. SPECIAL COMMITTEES

1. General

a. There may be special committees formed for annual events (i.e. the *Parkland Music Festival* or any Showcase Performances) or any other occasions.

b. All special committees must have a Board appointed Chairperson, who may also be a board officer.

c. All special committees must include at least one board officer.

d. All special committees are entitled to recruit volunteers to fulfill any and all duties.

2. Parkland Music Festival (PMF)

a. The PMF shall have its own committee. This committee shall include a Chairperson and at least three (3) other members.

b. The PMF committee shall be responsible to complete all duties required for a successful music festival.

3. Showcase Performance (i.e. February Fantasy)

a. Every Showcase performance shall have its own committee. The committee shall include a Chairperson and at least two (2) other members.

b. Every Showcase performance shall serve as a fundraiser for the PMTA or the PMF.

c. The Showcase performance committee shall be responsible to complete all duties required for a successful performance.

VII. AUDITING

1. The financial books, accounts, and records of the PMTA shall be audited at least once each year by a duly qualified accountant or by two non-Board members of the PMTA elected for that purpose at the Annual General Meeting. Such auditor/s, at the Annual General Meeting, shall submit a complete and proper statement of the standing of the books for the previous year. The fiscal year of the PMTA in each year shall be June 1 through May 31.

2. The books and records of the PMTA may be inspected by any member upon giving at least ten (10) days notice and arranging a time satisfactory to the Treasurer. Each member of the Board shall at all times have access to such books and records.

VIII. BORROWING POWERS

1. For the purpose of carrying out its objects, the PMTA may borrow or raise monies in such manner as it thinks fit, but this power shall be exercised only under the authority of the PMTA, and must be approved in writing by at least 75% of the membership, of whom at least four (4) members must be elected officers.

IX. REMUNERATION

1. Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the PMTA shall receive any remuneration for his/her services.

X. SEAL

1. The PMTA shall not adopt a seal.

XI. SPECIAL RESOLUTION

1. Any proposed alterations, amendments, or additions to the PMTA bylaws shall be submitted in writing to the Board at least ninety (90) days before the AGM for consideration.

2. At least thirty (30) days before the AGM, the Board shall notify all members in writing and/or by website notification of the amendments and/or special resolutions that have been proposed for consideration.

XII. DISSOLUTION

1. In the event of dissolution of the PMTA, any property or monies remaining after the satisfaction of all debts and liabilities shall be distributed, at the discretion of the Board of Directors, to one or more registered organizations with a fine arts purpose in Alberta or to one or more Municipalities in Parkland County.