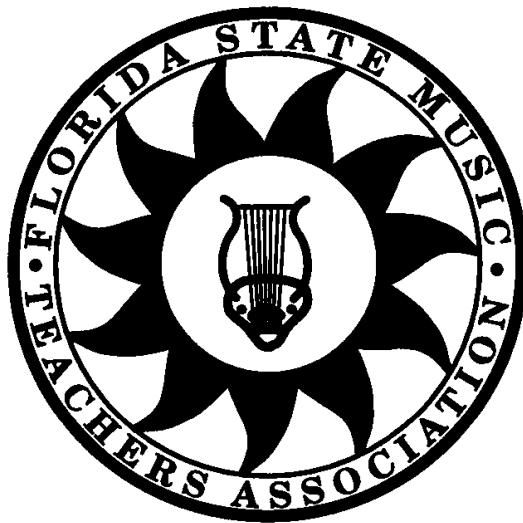


FLORIDA STATE MUSIC TEACHERS ASSOCIATION

Affiliated with Music Teachers National Association, Inc.

www.fmta.org



Incorporated February 25, 1976

Founded November 1934, with a personnel embracing full membership for:

**Independent Teachers of Music
Music Teachers in Private Schools
Teachers of Music in Elementary and Secondary Public Schools
Teachers of Music in Colleges and Universities**

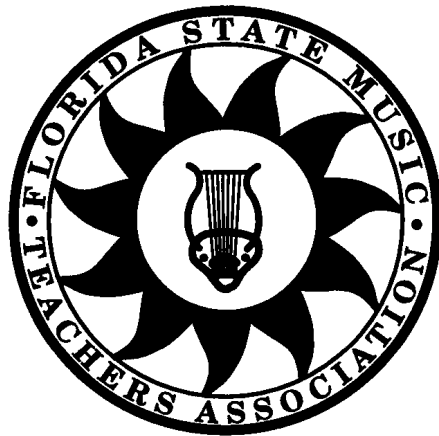
FSMTA

MISSION STATEMENT

The Florida State Music Teachers Association is an organization whose members are professionally engaged in the teaching of music in the State of Florida and who have met certain membership qualifications, as set forth in the **Bylaws** of the Association. The primary purpose of the Association is the advancement of music in the state of Florida through excellent teaching, learning, and performing which seeks to recognize individual achievement at all levels. Specifically, the Association strives to raise and maintain the standards of music teaching; stimulate public interest in music; encourage the study of music; and protect its members in all matters pertaining to the profession. It achieves these goals through a comprehensive program consisting of:

- challenging student activities which brings public recognition to the accomplishments of students and to good teaching;
- high quality continuing education opportunities for music teachers;
- a rigorous Teacher Certification Program;
- active local associations, district associations, and statewide activities to promote fraternal relations among member teachers and to sponsor meetings for study, discussion, performance, and evaluation;
- sound financial support for its programs and for certain types of scholarship assistance to talented students;
- good communications between constituencies; and
- protection and/or awareness of its members in ethical, governmental, and business matters.

FLORIDA STATE MUSIC TEACHERS ASSOCIATION



Bylaws

ARTICLES OF INCORPORATION

FLORIDA STATE MUSIC TEACHERS ASSOCIATION, INC.

The undersigned subscribers to these Articles of Incorporation, being natural persons and competent to contract; hereby form a Corporation, not for profit, under the laws of the State of Florida.

ARTICLE I NAME

The name of this Corporation shall be Florida State Music Teachers Association, Inc.

ARTICLE II PURPOSE

The purpose of this Corporation shall be the advancement of music in the State of Florida. In pursuit of its purpose the Corporation shall accept as its responsibility and aim (1) the raising of standards in music teaching; (2) the stimulation of musical interest among the lay public; (3) the sponsorship of meetings for study, discussion and evaluation; (4) the publication of regular issue communications; (5) the cultivation of fraternal relations among the members of the profession; (6) the providing of financial assistance to talented pupils; and (7) the protection of its members in all matters pertaining to the profession.

ARTICLE III MEMBERSHIP

Section 1. Membership Classifications: Membership shall be available in the following classifications: Active, Provisional, Student, Honorary, Associate, Life, Retired, and Senior.

Section 2. Qualifications for membership in each classification, the privileges afforded each member, the manner of admission to membership and the dues payable by each member shall be established in the Bylaws of this Corporation.

ARTICLE IV TERM OF EXISTENCE

This corporation is to exist in perpetuity.

ARTICLE V NON-PROFIT STATUS

This Corporation has not been formed for pecuniary profit or for financial gain. No incorporator or member of this Corporation shall have any vested right or prevail in, or to the assets, functions, affairs, or franchises of this Corporation or any right, interest or privilege which may be transferable or inheritable or which shall continue if membership ceases. No part of the earnings of this Corporation shall inure to the benefit nor be distributable to its incorporators, members, directors, officers, or other private persons except that the Corporation shall be authorized and empowered to pay reasonable

compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

ARTICLE VI LIMITATION OF POLITICAL ACTIVITIES

No substantial part of the activities of this Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. This Corporation shall not participate in or interfere in any political campaign on behalf of any candidate for public office.

ARTICLE VII DISTRIBUTION OF ASSETS ON DISSOLUTION

Upon the dissolution of this Corporation all of its assets remaining after payment or making provision for the payment of all liabilities of the Corporation shall be distributed exclusively for the purposes of this Corporation in such manner and to such organization or organizations, which have qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE VIII SUBSCRIBERS

The names and addresses of the subscribers of this Corporation are:

Dr. Charles E. Johnson
2711 48th St. West
Bradenton, FL 33505
President

May Porter
1609 South Summerlin Ave.
Orlando, FL 32806
President-Elect

R.E.L. Chumbley
520 Alhambra Circle
Coral Gables, FL 33134
Immediate Past President

ARTICLE IX OFFICERS

Section 1. The Officers of this Corporation shall be: President, President-Elect, Vice Presidents, Recording Secretary, Corresponding Secretary, and Treasurer. Such officers shall be elected or appointed at the annual meeting or as provided in the Bylaws.

Section 2. All officers must hold membership in the Active Classification.

Section 3. Officers shall be elected in odd years at the annual meeting (the Conference) and shall serve from the adjournment of the annual meeting at which they are elected until the adjournment of the annual meeting in the next odd year or until their successors have been elected and qualified. The exception to this shall be that the term of Treasurer shall begin with the next fiscal year, July 1, and shall run until June 30, two years later.

Section 4. No officers may be from the same city except the President, Corresponding Secretary, and Treasurer. In certain cases, this requirement may be waived by Executive Board approval.

Section 5. Officers are elected on the basis of merit and qualifications for a particular office and its responsibilities. Thus, with the exception of the President-Elect, no officer automatically moves to another office.

Section 6. No member shall be eligible for the same office for more than one (1) term without a lapse of one (1) term with the following exceptions:

- a. Treasurer and Vice President for Membership may serve unlimited consecutive terms.
- b. All the other Vice Presidents may serve no more than three (3) consecutive terms.
- c. Other exceptions may be granted by the Executive Board in special circumstances.

Section 7. Vacancies occurring in offices shall be filled at the discretion and by vote of the Executive Board.

Section 8. Appointment to an unexpired term shall not disqualify an officer from serving a full term in the same office without a lapse of time.

Section 9. The names of the officers who are to serve until the first elections are:

Dr. Charles E. Johnson	President
May Porter	President-Elect
Katheryn Birchfield	First Vice President
Carolyn Lippo	Second Vice President
Dr. Grier Williams	Third Vice President
Ross Rosazza	Recording Secretary
Betty Wertz	Corresponding Secretary
F. Parker Taylor	Treasurer

ARTICLE X EXECUTIVE BOARD

Section 1. The affairs of this Corporation shall be managed by an Executive Board. This Executive Board shall have twenty-five (25) members initially. However, the number of members of the Board shall be as provided in the Bylaws but shall never be fewer than three (3). The method of election and appointment to the Executive Board shall be as provided in the Bylaws.

Section 2. The names of persons who are to serve as members of the Board until the first election are: Dr. Charles E. Johnson, May Porter, and R.E.L. Chumbley.

ARTICLE XI ANNUAL MEETINGS

Section 1. This Corporation shall hold an annual meeting in the form of a conference. The time of the meeting shall be designated by the Executive Board.

Section 2. Urgent business, other than Bylaws changes, requiring vote of the membership between annual meeting of the Corporation, will be published in the official publication of FSMTA and voted upon by mail within forty-five (45) days, the result determined by two-thirds (2/3) majority of those voting. Notification of the result will be published in a subsequent issue of the official publication of FSMTA.

ARTICLE XII BYLAWS

Section 1. The Executive Board of this Corporation shall make and adopt the initial Bylaws of this Corporation.

Section 2. Upon proper notice as provided in the Bylaws, said Bylaws may be amended, altered or rescinded by the membership by a two-thirds (2/3) vote of those members who are eligible to vote at any regular meeting of this Corporation.

ARTICLE XIII AMENDMENTS

These Articles of Incorporation may be amended at any annual meeting of the Corporation by a two-thirds (2/3) vote of the Active and Provisional members present and voting, provided, however, that the proposed amendments shall have been previously approved by the Executive Board or presented by not fewer than thirty (30) Active members outside of the Executive Board and notice thereof shall have been submitted by publication to the membership at least three (3) weeks prior to the date of the annual meeting

BYLAWS

FLORIDA STATE MUSIC TEACHERS ASSOCIATION, INC.

ARTICLE I EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the duly elected officers of the Association, the District Presidents, the Directors, the President's Advisory Committee, and ex-officio members.

- a. No elected officer of the Executive Board may concurrently hold a national, division or state office except the Immediate Past President.
- b. The Directors shall be all Past Presidents of the Association. They shall become Directors for Life immediately upon the completion of their term of office; or, upon retiring from active professional life, a Director may assume the status of Director Emeritus without voting privilege.
- c. The President's Advisory Committee shall consist of the three (3) immediate Past Presidents.
- d. The ex-officio members shall be the Editor, the Chair of the Certification Board, and Bylaws Revision Chair. They shall have the privilege of voting.
- e. Other ex-officio members may be appointed ad hoc by the President, with the approval of the Executive Board, with voice but no vote.

Section 2. The Executive Board shall transact the general business of the Association subject to its approval; shall be responsible for the management and control of its funds; shall be empowered to appoint assistants to any officer of the Association; and shall participate in conference planning as required by Article XV of these Bylaws.

Section 3. Action taken by unanimous written consent of the members of the Executive Board via mail or electronic transmission shall be a valid action of the Board. Such action of the Board shall be preserved and reported in the official minutes.

Section 4. Vacancies on the Executive Board may be filled at the discretion and by the vote of the Executive Board. (See Bylaws, Article VIII, Section 1d)

ARTICLE II ELECTION OF OFFICERS

Section 1. In odd years, the Nominating Committee shall prepare a slate of one candidate for each office. Said slate shall be submitted, with a ballot, to each member entitled to vote, upon registration at the Conference.

Section 2. The slate shall be reported at the First General Session, whereupon further nominations may be made from the floor, provided consent has been obtained, or can be obtained on the floor, from each nominee.

Section 3. Election shall be held at the Second General Session.

Section 4. A majority of votes cast by members present and eligible to vote shall be necessary to elect.

ARTICLE III MEETINGS

Section 1. The Association shall hold an annual meeting in the form of a conference. (see Article XV – Conferences).

Section 2. Special meetings of the Association may be called by the President at the order of the Executive Board, or upon the request of fifty (50) voting members from two (2) or more local associations.

Section 3. Meetings of the Executive Board may be called by the President or upon the request of not less than seven (7) Executive Board members, four (4) of whom shall be officers.

Section 4. Voice vote shall prevail at the business meetings unless a majority of members present demand ballot voting. The exception to this is the election of officers (see Article II Section 1 – Election of Officers). Proxies shall not be permitted.

ARTICLE IV QUORUM

Section 1. Eight (8) members, of whom at least four (4) must be officers, shall constitute a quorum of the Executive Board.

Section 2. Neither non-voting ex-officio members of the Executive Board nor invited guests shall affect the quorum of the Executive Board.

Section 3. Forty (40) Active and Provisional members shall constitute a quorum of the Association.

Section 4. At no time shall the lack of a quorum at a non-business session of the Association prevent those present from proceeding.

ARTICLE V MEMBERSHIP PROCEDURES, QUALIFICATIONS AND PRIVILEGES

Section 1. ACTIVE MEMBERSHIP shall be open upon application to any person who is, or has been, professionally engaged in the teaching of music, has been endorsed by two (2) local members in good standing and has a Baccalaureate degree with major emphasis in music, or the equivalent.

- a. Active membership shall provide privileges of participation in the activities of the Association, eligibility to attend conferences upon payment of the registration fee, the right to vote, hold office, and apply for certification, and a subscription to all issues of the official FSMTA publication within the membership year.
- b. No Florida State Music Teachers Association, Inc. member who permits state membership to lapse may continue as a member of a local association.
- c. Any teacher moving to Florida who holds membership in good standing in another state affiliate of Music Teachers' National Association, will be granted Active membership in FSMTA upon endorsement by two (2) local Active members in good standing.

Section 2. PROVISIONAL MEMBERSHIP shall be available to those who are unable to meet all requirements for membership in the Active classification. Provisional Members must, however, be actively engaged in teaching music, have a high school diploma or GED equivalent, and be accepted by the local Membership Committee.

- a. Provisional members shall be given a three (3) year period in which to advance to eligibility for Active membership. During this period, candidates must pass the FSMTA membership examination and present four (4) students from three (3) or more levels of achievement, above Primary, at District Student Day Auditions. The student must receive the Certificate of Achievement at the auditions.
- b. An extension of one (1) or two (2) years may be granted.
- c. Provisional members failing to complete the requirements in their allotted time shall forfeit Provisional membership in the Association. A period of five (5) years must elapse before one is eligible to reapply for Provisional or Active membership.

- d. Provisional membership shall provide all Active membership privileges with the exception of the right to hold state or national office and to apply for FSMTA certification.

Section 3. STUDENT MEMBERSHIP shall be open to any college music major through age twenty-six (26). A qualified Student Member age twenty-seven (27) or older may continue to be a Student Member for duration of study up to four (4) years. A qualified candidate for Student membership who has passed age twenty-six (26) may become a Student Member for duration of study up to four (4) years. Teachers who have held active membership in MTNA or FSMTA may not be considered for Student Membership.

- a. Student members may attend the programs of FSMTA and shall receive the official FSMTA publication.
- b. Student members do not have the right to vote or hold office in FSMTA or to apply for FSMTA certification.
- c. Any Student Member in good standing may prepare students for District or State Student Day under the supervision of a teacher who holds Active Membership in FSMTA. The Student Day application will indicate the supervising teacher as the first teacher, the Student Member as the second teacher.
- d. Student members may teach no more than ten (10) private students.
- e. Student members may form college chapters of FSMTA. (See Article XI – State College Student Organization)

Section 4. HONORARY MEMBERSHIP may be conferred by the Association upon the recommendation of the Executive Board on any Active member having met the qualifications set forth by the Honorary Membership Committee. Honorary members shall enjoy all the privileges of Active members.

Section 5. ASSOCIATE MEMBERSHIP shall be open upon application to those who are not professionally engaged in teaching music, but wish to support the program of the Association.

- a. Associate membership shall provide all the privileges of Active membership except the right to vote, to hold state office, or to apply for FSMTA certification.
- b. No one actively engaged in teaching music in the State of Florida shall be admitted to Associate Membership.

Section 6. LIFE MEMBERSHIP shall be open upon request to those members who have reached the age of eighty (80).

- a. Life membership shall provide eligibility to attend Conferences upon payment of the registration fee and the right to vote.
- b. Life members who are certified may retain their certified status, but those who are not certified may not apply for certification.
- c. Life members shall receive the official publication of FSMTA without charge.

Section 7. RETIRED MEMBERSHIP shall be open upon application to those 65 years of age or older who have been members of Florida State Music Teachers Association, Inc. and/or Music Teachers National Association for the ten (10) consecutive years prior to making application and who are not teaching.

- a. Retired membership shall become void immediately upon resumption of teaching even one (1) pupil, and dues for the fiscal year in which teaching is resumed shall become due and payable.
- b. Retired membership shall provide eligibility to attend conferences upon the payment of the registration fee, and the right to vote.
- c. Retired members may resume Active status without penalty.
- d. Retired members who desire to continue receiving the official publication of FSMTA may download it from the website.

Section 8. SENIOR MEMBERSHIP shall be open to Active teachers seventy (70) years of age or older, at a twenty-five percent (25%) reduction in dues.

Section 9. Active, Provisional, Student, and Associate membership in Florida State Music Teachers Association, Inc. shall include membership in Music Teachers National Association as long as FSMTA, Inc. is an affiliate of MTNA. No music teacher in the State of Florida may become a member of Music Teachers National Association without first becoming a member of Florida State Music Teachers Association, Inc., and holding membership in a Local Association.

Section 10. Acceptance of membership includes an agreement to abide by the Code of ethics of FSMTA. (See Article XIX)

ARTICLE VI REVOCATION OF MEMBERSHIP

No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of FSMTA. Any accusation that a member of FSMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of FSMTA, who shall appoint a three (3) 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 FSMTA shall immediately terminate the membership and the state certification of that person. This action shall be reported to the President of MTNA, requesting that person's membership revocation from MTNA. 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 a certified copy of the judgment reversing the conviction.

ARTICLE VII DUES

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.

- a. 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, are they entitled to any of the privileges of membership until dues are paid for the current membership year.
- b. Dues are non-refundable.

Section 2. Annual dues for Active, Provisional, Student, Senior, and Associate members shall be paid in amounts as established by the Executive Board and approved by the general membership. Dues for Senior members shall be three-fourths (3/4) that of Active members.

Section 3. Honorary, Life, and Retired members shall not be required to pay dues to the Association; however, they must pay annual dues to the national and local associations.

Section 4. New members accepted after May 1 will be credited with annual dues for the ensuing fiscal year.

Section 5. A member may be reinstated by paying current dues at any time during the fiscal year in which membership is forfeited or terminated.

Section 6. The names of members whose dues have lapsed shall not appear in the printed membership list, except as provided in Section 7.

Section 7. Members in good standing shall be exempt from paying dues to the Association if studying music outside the State of Florida for a period of at least one (1) year, provided the Vice President for Membership is advised of the absence in advance. The names of such members shall be printed in the membership roster, and their status in the Association shall not be affected. This exemption does not apply to membership in Music Teachers' National Association.

Section 8. Upon presentation of a reason considered valid by the Executive Board, a member in good standing may terminate membership by written resignation to the Vice President for Membership.

ARTICLE VIII DUTIES OF OFFICERS

Section 1. The President shall preside at all business meetings of the Association and Executive Board. The President shall also:

- a. As President-Elect, have appointed standing committee chairs as specified in Article XII, Sections 1 and 2;
- b. Appoint special committees when advisable;
- c. Be an ex-officio member of all committees and ascertain their progress periodically;
- d. Make pro-tem appointments to fill any vacancies on the Executive Board until the next meeting of the Board and/or Association is held or until the Executive Board can be polled;
- e. May appoint the Executive Director of the Foundation with the approval of the Executive Board; and
- f. Perform such other duties as are implied by this title.

Section 2. The President-Elect becomes President when the latter's term of office expires.

- a. The President-Elect shall preside if it is necessary for the President to leave the chair during a particular session.
- b. In case of permanent incapacitation of the President, the President-Elect will become acting President, followed, in order, by the order of listed Vice Presidents.

- c. The President-Elect shall have all presidential appointments made prior to taking office. (See Article XII, Section 2.)
- d. The President-Elect shall serve as state chair for the Annual Conference.
- e. The President-Elect shall be the MTNA Foundation representative.

Section 3. The Vice Presidents for Membership, District and Local Association, MTNA Student Events, FSMTA Competitive Student Events, and FSMTA Non-Competitive Student Events shall fulfill the duties listed in their respective Manuals of Procedure and other duties as requested by the President and/or the Executive Board. Following the above order, they will be expected to preside when all officers listed above them, including the President and President-Elect are absent from an entire Board meeting and/or Conference.

Section 4. The Recording Secretary shall take and distribute the Minutes of all business meetings of the Association and the Executive Board, and perform other duties as are implied by this title and specified in the Manual of Procedure.

Section 5. The Corresponding Secretary shall read such correspondence as deemed necessary by the President and/or Executive Board at business meetings and shall perform such other duties as are implied by this title and are specified in the Manual of Procedure.

Section 6. The Treasurer shall receive all monies, chair the Budget Committee, and pay all expenses up to the amount specified in the Budget. (See Article XIII-Section 1). The books of the Treasurer shall be reviewed annually.

Section 7. All officers shall:

- a. Present written reports at each meeting of the Executive Board;
- b. Maintain current job descriptions and Manual of Procedure to be passed along to their successors.

Section 8. Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

ARTICLE IX AFFILIATED LOCAL ASSOCIATIONS

Section 1. Music teachers wishing to form a Local Association affiliated with FSMTA and MTNA may petition the Executive Board for affiliation by providing evidence that the following requirements have been fulfilled:

- a. That two (2) copies of the Local Association governing document(s) have been filed with the Vice President for District and Local Associations, and that they are consistent with those of FSMTA;
- b. That its fiscal and membership year coincide with that of FSMTA.

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

Section 3. If a local music teachers association has affiliated with FSMTA as a Local Association, all members of that Local Association must be members of both FSMTA and MTNA.

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

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

Section 5. Each Local Association shall establish a membership committee to evaluate and process applications at the local level, as set forth in Article V of these Bylaws.

ARTICLE X DISTRICT ORGANIZATION

Section 1. District Officers shall be President, Vice President, Secretary, and Treasurer.

Section 2. Duties of the Officers shall be:

- a. The District President shall be the principal contact agent between the members of each

District and the Executive Board. Each District President shall:

- (1) Recommend Active members from the District to serve on the state committees listed in Section 5 of this Article;
 - (2) Become acquainted with the teachers in the District and represent their views at the Executive Board meetings;
 - (3) Attend the meetings of the Local Associations in the District;
 - (4) Attend the Executive Board meetings of this Association;
 - (5) Be well-acquainted with the Constitution, Bylaws and Code of Ethics;
 - (6) Preside at all District meetings; and
 - (7) Oversee plans for the District Conference.
- b. The Vice President shall assume the duties of the President in the absence of that officer at a meeting or conference, or should the President be unable to continue in office.
 - c. The Secretary shall keep minutes of all business meetings of the District, and be present at subsequent meetings to read them; and shall keep accurate records of minutes and see that they are preserved.
 - d. The Treasurer shall receive and disburse all monies relative to District activities and submit a full financial report at the annual District Conference.

Section 3. Officers shall be elected at the District One-Day Conference preceding the next FSMTA election. Any FSMTA member in the Active classification of membership shall be eligible. All Local Associations in a District shall be represented in the nomination and election of District Officers.

Section 4. The term of District officers shall begin with the adjournment of the FSMTA Conference held after their election and end with the adjournment of the Conference two (2) years later.

Section 5. The newly elected District Presidents, in collaboration with the outgoing District Presidents and Local Association Presidents, shall recommend FSMTA members from their respective Districts to serve on the following FSMTA committees for a term of two (2) years from the adjournment of the FSMTA Conference at which officers are elected: Independent Music Teachers Forum, Membership, FSMTA Community Service Award, Foundation Representative, Student Activities, Taxation and Licensing, and Theory.

- a. These recommendations shall be made and the prospective appointees' willingness to serve ascertained and given in writing to the President-Elect by September 1, but shall be subject to final approval.
- b. A recommendation for a Certification representative shall be given to the Chair of the Certification Board if and when requested by that Chair.

Section 6. District Conferences will be held annually.

- a. The District Presidents and other Officers, in collaboration with the Local Association Presidents in their Districts, shall plan an annual one-day conference. They shall determine the date, place, hour, registration fee, program detail and publicity.
- b. District conferences may be open to non-members upon payment of any stated fee, but only FSMTA members may vote, be elected to office, and have students participate in any FSMTA-related student activity.

Section 7. FSMTA Student Events shall be held throughout the state.

- a. The responsibilities for FSMTA Student Events, but not necessarily the site, shall rotate among the Districts in an order to be determined by the Executive Board.
- b. The site selection and competitive events shall be coordinated by the Host Districts and the appropriate Vice President for FSMTA Student Events.

ARTICLE XI STATE COLLEGE STUDENT ORGANIZATION

Section 1. The State College Student Organization and College Student Chapters shall be under the guidance of the FSMTA Chair for Student Chapters. Membership is open to college students only, with all rights and restrictions as stated in Article V-Section 3 of these Bylaws.

Section 2. The officers of the College Student FSMTA shall be President, two (2) Vice Presidents, and Secretary-Treasurer, elected yearly during the FSMTA conference.

Section 3. Duties of officers shall be as follows:

- a. The President shall preside at all Student Executive Committee business meetings;

appoint the Chair and members of all standing committees, and appoint special committees when advisable; make pro-tem appointments to fill any vacancies on the Student Executive Committee until the next meeting of the Student Membership; and present a report to the Executive Board at the Annual Conference Board Meeting.

- b. The First Vice President shall assume the duties of the President in his absence for an entire Committee meeting or business meeting; serve as Chair of the membership committee and secure new college student members with the aid and cooperation of the FSMTA College Students Chapters at the annual meeting of College Student Members held during the FSMTA conference.
- c. The Second Vice President shall preside when the President and the First Vice President are absent for the entire meeting, and serve as Program Chair for the annual College Student Session held during the FSMTA conference.
- d. The Secretary –Treasurer shall keep the minutes of all business meetings of the Student Association; be present at subsequent meetings to read them; and send copies of all minutes to the Student Officers within thirty (30) days following the meetings.

ARTICLE XII COMMITTEES

Section 1. Standing committees shall be Archives-History, Arts Awareness Advocacy, Budget, Certification, College Council, Composition Commissioning, Constitution and Bylaws Revision, Conference, Editorial, Ethics, FSMTA Teacher Awards, Independent Music Teachers Forum, Membership Examinations, Nominating, Provisional Members Advisor and Membership Examinations, Foundation Representative, Taxation and Licensing and other such committees deemed necessary by the President or Executive Board.

Section 2. The President-Elect shall have appointed the committee Chairs prior to assuming office.

Section 3. The District Presidents shall submit appointments to these committees as specified in Article X, Section 5.

Section 4. Committee members appointed to fill a unexpired term shall serve until the next election of officers. They may be appointed to serve another full term without any lapse of time.

Section 5. Special committees may be appointed by the President when advisable.

ARTICLE XIII DUTIES OF COMMITTEES

Section 1. The BUDGET COMMITTEE will be chaired by the Treasurer. Budget Committee members shall be the President, President-Elect, and all Vice Presidents.

- a. The Committee shall prepare a budget for each fiscal year subject to the approval the Executive Board.
- b. The Committee shall review and act upon requests for any expenditures above the budgeted amount. The Association shall not be responsible for unauthorized expenditures.

Section 2. The President shall appoint the CERTIFICATION BOARD CHAIR for a term of two (2) years. The President shall also, in consultation with the Chair, appoint new members each year to the Credentials and Administrative Committees, these to serve terms of three (3) years.

- a. The administration of certification shall be vested in this Association through the recommendations of its Administrative Committee.
- b. The purpose and procedures of Certification shall be defined in the CERTIFICATION HANDBOOK published by this Association.

Section 3. The ETHICS COMMITTEE shall, without fear or favor, promptly handle any infringement of the Code of Ethics, whether of its own knowledge or by report from one (1) or more members of the Association, or persons outside of the Association. (See Article XIX)

Section 4. The NOMINATING COMMITTEE of seven (7) members shall consist of two (2) Past Presidents, two (2) District Presidents, two (2) Local Association Presidents, and the President-Elect.

- a. The immediate Past President shall serve as Chair of the Nominating Committee. Another Past President shall be appointed by the current President of FSMTA to serve on the committee. The District Presidents and the Local Association Presidents shall serve according to the following rotation of Districts: (begun in 1985-1987)

DISTRICT	LOCAL ASSOCIATION
1	9
6	4
2	5
8	7
3	1
9	6
4	2
5	8
7	3

- b. These individuals shall serve for the duration of the appointment to the Committee, a period of two (2) years.
- c. If more than one (1) Local Association exists in a District, they must elect one (1) of the Presidents to serve on the Committee. The Local Association Presidential representatives must be chosen by the time of the Winter Board Meeting of even years.
- d. In even years, the Nominating Committee shall meet at the annual Conference for discussion of a slate of officers. In odd years, at the Winter Board Meeting, the Nominating Committee shall announce the slate of one (1) candidate for each office. The slate shall be published in the issue of the official publication of FSMTA that immediately precedes the state conference.
- e. Suggestions for candidates received from any member entitled to vote shall be considered by the Nominating Committee if received in writing by the Chair before the Winter Board Meeting of an election (odd) year.

Section 5. Duties of committees not herein listed are contained in the respective areas of the Manuals of Procedure.

Section 6. All Committee Chairs must submit a written report of the committee's work to the President before each meeting of the Executive Board.

ARTICLE XIV THE COUNCIL OF DISTRICT AND LOCAL ASSOCIATION PRESIDENTS

Section 1. This Council shall consist of the Presidents of the District and Local Associations.

Section 2. The Council shall be chaired by the Vice President for District and Local Associations.

Section 3. The purpose of the Council shall be to develop and maintain liaison between the District and Local Associations and between them and this Association; to share ideas and discuss problems; and to unite in efforts to inform, improve and inspire the individual members.

Section 4. It shall be the privilege of the Council to schedule at annual meetings as many sessions as necessary to address the purposes listed in Section 3.

Section 5. At the annual meeting, each President shall bring a report to the Vice President for District and Local Associations giving a resume of the year's activities.

Section 6. Only Presidents shall be privileged to vote. Any President finding it impossible to attend the Council Sessions may appoint a representative from among the Active classification of FSMTA members.

ARTICLE XV CONFERENCES

Section 1. The FSMTA President-Elect shall serve as State Chair for Annual Conference (Article VIII, Section 2.d) the chairs of the past two (2) conferences shall serve in an advisory capacity.

Section 2. Conference committees shall be appointed by the President(s) of the Host District(s) and the Conference Chair.

Section 3. The location of the Conference shall be rotated around the state according to Districts as determined by the Executive Board.

Section 4. The persons designated to be the Conference Guest Artists and the Commissioned Composer shall be approved by the Executive Board.

Section 5. All non-affiliated persons who wish to attend the annual Conference may do so by paying a special non-member registration fee. Students performing on Conference programs shall not be assessed a registration fee for the event(s) in which they participate. However, they must pay the appropriate registration fee(s) as established for the conference to attend other events. This bylaw does not apply to participants in any of the student auditions or competitions.

Section 6. Parents, other relatives, and chaperones will be permitted to attend student recitals and auditions open to registrants without fee. They shall be given a badge showing GUEST OF STUDENT. However, upon payment of the registration fee they may attend any other Conference Events.

Section 7. Members in good standing from other State Music Teachers Associations may attend conferences of this Association upon payment of the member registration fee.

ARTICLE XVI PUBLICATIONS

Section 1. There shall be an official publication of the Association.

- a. The Executive Board shall determine the policies of the official publication of FSMTA.
- b. The Editor shall be responsible for the contents of each issue.

Section 2. The content, printing and distribution of the *District and Local Associations President's Handbook*, the *Certification Pamphlet*, and *The Provisional Membership Brochure* shall be the responsibility of the Chairs of those committees, and subject to approval by the Executive Board.

Section 3. The *Membership Application* may not be changed without the approval of the Executive Board.

Section 4. The *Articles of Incorporation and Bylaws of the Florida State Music Teachers Association, Inc.* and *The Florida State Music Teachers Foundation, Inc.* are published within the membership directory.

Section 5. Any other committee publications must be authorized by the Executive Board.

ARTICLE XVII FISCAL YEAR

Section 1. The Fiscal year is July 1-June 30.

ARTICLE XVIII RULES OF ORDER

Section 1. Robert's Rules of Order, current edition, shall govern the Association in all cases in which it is applicable, and in which it is not inconsistent with the Bylaws of this Association.

Section 2. The President shall appoint a Parliamentarian to function at all business meetings.

ARTICLE XIX CODE OF ETHICS

Section 1. It shall be the obligation of every member to maintain the highest standards of moral and professional conduct, and personal integrity.

Section 2. In the area of Studio Music Teaching:

- a. Teachers will refrain from exploiting the student primarily for the teacher's own prestige.
- b. Teachers will cooperate in the support of public education and encourage students to participate in school ensembles and activities, unless detrimental to the welfare of the student.
- c. Teachers, if affiliated with the public schools in an instructional capacity, will conform to the policies of the school, and cooperate with the administration.

- d. Teachers will be indefatigable in developing in student's good taste in music literature and the highest possible standards in performance.
- e. Teachers will teach the interpretation of music according to what, in their best judgment, are the intentions of the composer.

Section 3. In the areas of Secondary School and College Music Teaching:

- a. Teachers will not show partiality when advising those seeking guidance in selecting a private teacher, but will, if requested, suggest the names of two (2) or more private teachers in the community, the final choice to be made by the parents and students.
- b. Teachers will secure advance approval from the properly consulted authorities for the use of a cost-free room in a publicly owned building for the purpose of teaching privately or for personal monetary gain.
- c. Teachers will, after a period of basic music instruction through groups or classes, encourage qualified students to study with private teachers so each student's abilities can be more thoroughly developed.
- d. When serving for a limited time as an interim instructor of a student from a private studio, teachers will employ the utmost tact in order to avoid undermining the instruction of the student's regular teacher.
- e. Teacher will never solicit or accept a student for individual instruction who is already receiving instruction in the same subject from another teacher.

Section 4. In the areas of Cooperative Activity:

- a. It shall be the aim of all teachers to afford every student a rich experience in music.
- b. Teachers will give just recognition for the efforts of those to whom credit is due.
- c. Teachers will refrain from discussing with parents or students the work of another teacher in such a way as to injure the professional reputation of that teacher.
- d. Teachers will not claim sole credit for the achievement of students under cooperative or individual instruction, if such claims shall imply discredit upon a previous or present cooperating teacher.
- e. Teachers will not claim credit for the achievement of any student until the student has studied with that teacher for a term of not less than six (6) months.

- f. Teachers will offer opportunities for study to gifted but underprivileged students in the form of free lessons or scholarships only upon merit and not as inducements to study with a particular teacher. Teachers will not solicit another teacher's students.
- g. Teachers will not accept a student who is or has been studying the same subject with another teacher until relations with the previous teacher have been terminated and his/her just indebtedness paid in full.
- h. Teachers will rely upon their professional qualities to attract students and will avoid using their positions in the community, churches, or schools as pressure on students to study with them.
- i. Teachers will not represent themselves as a "pupil of" or a "student of" a teacher unless they have completed a minimum of six (6) months' study with that teacher.
- j. Teachers will not make exaggerated claims or misleading statements in any printed matter. Advertising copy will be dignified, strictly truthful, and representative of the art of music and its responsibility to the community.
- k. Members will refrain from referring prospective students to unqualified student teachers: those who have not completed their degree or certificate work with pedagogy and/or supervised practice teaching. This practice constitutes a serious breach of ethics, a lowering of standards, and an unprofessional disregard for the public.

Section 5. Teachers will educate themselves to the guidelines for the use of all copyrighted materials, and will refrain from illegal photocopying or reproduction thereof.

Section 6. It shall be the duty of every member to report to the Executive Board the violation of any Article of the Code, supported by written evidence of such unethical conduct.

Section 7. If it is determined by the Executive Board that a violation has occurred, the censured member(s) will not be allowed to participate in local and state events, or a period of time specified by the Executive Board.

ARTICLE XX AMENDMENTS

A bylaw may be amended by a two-thirds (2/3) vote of those members present who are eligible to vote, at any regular meeting of the Association, provided the proposed amendment(s) have been submitted to the membership at a previous business meeting of the Association.

ARTICLES OF INCORPORATION

FLORIDA STATE MUSIC TEACHERS FOUNDATION, INC.

The undersigned subscribers to these Articles of Incorporation, being natural persons and competent to contract, hereby form a Corporation, not for profit, under the laws of the State of Florida.

ARTICLE I NAME

The name of this Corporation shall be FLORIDA STATE MUSIC TEACHERS FOUNDATION, INC.

ARTICLE II PURPOSE

This Corporation is organized exclusively for charitable, educational and literary purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954. In pursuit of these purposes this Corporation shall accept as its responsibilities and aims: (1) the stimulation of musical interest among the lay public; (2) the sponsorship of meetings for study, discussion, and evaluation; (3) the providing of financial assistance and scholarships to talented pupils; and (4) the sponsorship and presentation of music recitals and concerts.

ARTICLE III MEMBERSHIP

Membership of this Corporation shall be composed of those persons who are members of the Executive Board of the Florida State Music Teachers Association, Inc. Only voting members of the FSMTA Executive Board may be voting members of the FSMTF.

Election and appointment to the afore-named Executive Board shall constitute automatic membership in this Corporation and termination of membership in said Executive Board or of the appointments to the position of Scholarship Development Chairman or Executive Director shall constitute automatic termination of membership in this Corporation.

ARTICLE IV TERM OF EXISTENCE

This Corporation is to exist in perpetuity.

ARTICLE V NON-PROFIT STATUS

This Corporation has not been formed for pecuniary profit or for financial gain. No incorporator or member of this Corporation shall have any vested right or prevail in, of or to the assets, functions, affairs or franchises of this Corporation, or any right, interest or privilege which may be transferable or inheritable or which shall continue if membership ceases. No part of the earnings

of this Corporation shall inure to the benefit of or be distributable to its incorporators, members, directors, officers, or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

ARTICLE VI LIMITATION ON POLITICAL ACTIVITIES

No substantial part of the activities of this Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and this Corporation shall not participate in or interfere in any political campaign on behalf of any candidate for public office. Notwithstanding any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE VII DISTRIBUTION OF THE ASSETS ON DISSOLUTION

Upon the dissolution of this Corporation all of its assets remaining after payment or making provision for the payment of all liabilities of the Corporation shall be distributed exclusively for the purposes of this Corporation in such manner and to such organization or organizations which have qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954, provided, however, that under no circumstances shall distribution be made to the Florida State Music Teachers Association, Inc.

ARTICLE VIII SUBSCRIBERS

The names and addresses of the subscribers of this Corporation are:

Dr. Charles E. Johnson
2711 48th Street West
Bradenton, FL 33505
President

May Porter
1609 South Summerlin Ave.
Orlando, FL 32806
President-elect

R. E. L. Chumbley
520 Alhambra Cir.
Coral Gables, FL 33134
Immediate Past President

ARTICLE IX OFFICERS

Section 1. The officers of this Corporation shall be: President, President-Elect, Vice President, Secretary, and Treasurer.

Section 2. The offices shall be filled as follows:
President: Immediate Past President of FSMTA
President-Elect: President of FSMTA
Vice President: FSMTA Vice President for Membership
Secretary: Recording Secretary of FSMTA
Treasurer: Treasurer of FSMTF

Section 3. Vacancies occurring in offices shall be filled at the discretion of the Executive Board as provided in the Bylaws.

Section 4. The names of the officers who are to serve until the first election are:

Dr. Charles E. Johnson	President
Katheryn Birchfield	Vice President
Ross Rosazza	Secretary
F. Parker Taylor	Treasurer

ARTICLE X EXECUTIVE BOARD

Section 1. The affairs of this Corporation shall be managed by an Executive Board. The Executive Board shall have twenty-five (25) members initially. However, the number of members may be increased or decreased from time to time as provided by the Bylaws but shall never be fewer than three (3).

Section 2. The method of election and appointment to the Executive Board shall be as provided in the Bylaws.

ARTICLE XI BYLAWS

Section 1. The Executive Board of this Corporation shall make and adopt the initial Bylaws of this Corporation.

Section 2. Upon proper notice as provided in the Bylaws, the Bylaws may be amended, altered or rescinded by the membership at any regular meeting of this Corporation by a two-thirds (2/3) vote of those members present who are eligible to vote.

ARTICLE XII AMENDMENTS

These Article of Incorporation may be amended at an annual or special meeting of the Corporation by a two-thirds (2/3) vote of the members present and voting provided that the proposed amendments shall have been previously approved by the Executive Board or presented by no fewer than one-third (1/3) of the members of this Corporation and notice thereof shall have3 been submitted to the membership at least three (3) weeks prior to the annual or special meeting.

BYLAWS OF

FLORIDA STATE MUSIC TEACHERS FOUNDATION, INC.

ARTICLE I EXECUTIVE BOARD

Section 1. The affairs and business of this Corporation shall be managed and its corporate powers exercised by an Executive Board composed of all members of this Corporation.

Section 2. Members shall in all cases act as a Board regularly convened by majority vote. They may adopt such rules and regulations for the conduct of their meetings and the management of the Corporation as they may deem proper, not inconsistent with these Bylaws and the laws of the State of Florida.

ARTICLE II MEETINGS

Section 1. The Executive Board shall have an annual meeting, which shall be held at the same time as the Annual Meeting of Florida State Music Teachers Association, Inc.

Section 2. Special meetings of the Executive Board may be called by the President at any time and shall be called by the President or Secretary upon the request of any five (5) members of the Executive Board.

- a. Notice of special meetings shall be given by service upon each Board Member in Person or by mail at least ten (10) days before the date therein designated for such meeting, including the day of mailing, written notice specifying time and place of such meeting and the business to be brought before the meeting.
- b. No business other than that specified in such notice shall be transacted at any special meeting.

Section 3. At any meeting at which every member of the Executive Board shall be present, although held without notice, any business may be transacted as if the meeting had been duly called.

Section 4. At any meeting of the Executive Board, eight (8) members shall constitute a quorum for the transaction of business. If a quorum is not present, the meeting may be adjourned to a future time no more than seven (7) days later.

Section 5. The act of the majority of the member present, provided a quorum is present, shall be the act of the Executive Board.

ARTICLE III OFFICERS

Section 1. Officers shall fulfill duties as follows:

- a. The President shall be the Chief Executive Officer of the Corporation and as such, shall have general and active management of the business and affairs of the Corporation, subject to the directions of the Executive Board. The President shall preside at all meetings of the Executive Board.
- b. The President-Elect automatically becomes President when the latter's term of office expires. The President-Elect shall preside at meetings if the President is unable to attend the meeting or must leave the chair. The President-Elect shall perform other duties as may be delegated by the Executive Board.
- c. The Vice President shall assume the duties of the President and President-Elect in the absence of those officers, and shall perform other duties as may be delegated by the Executive Board.
- d. The Secretary shall have custody of and maintain all corporate records except the financial records; shall record the minutes of the meetings; shall send notices of meetings; and shall perform other duties as may be delegated by the Executive Board.
- e. The Treasurer shall have custody of all corporate funds and financial records; shall keep full and accurate accounts of receipts and disbursements and render account thereof at the annual meeting and whenever else required by the Executive Board; and shall perform other duties as may be delegated by the Executive Board.
- f. The Executive Director shall perform the duties delegated by the FSMTF Executive Board.

Section 2. Election of Treasurer.

- a. In odd-numbered years, the President of FSMTF will present a single candidate for the office of Treasurer of FSMTF at the Board meeting prior to the Conference Board meeting. Further nominations may be made by members of FSMTF provided consent has been obtained from each nominee.
- b. Elections shall be held at the FSMTF Board meeting held during the annual Conference.

- c. A majority of votes cast by members present shall be necessary to elect.

Section 3. Vacancies in any office shall be filled by the Executive Board.

Section 4. Officers shall receive no compensation for their services except that their expenses may be paid by the Corporation.

Section 5. Any officer may be removed at any time by majority vote of those present at any duly constituted meeting of the Executive Board, with or without cause.

ARTICLE IV MONETARY AWARDS AND SCHOLARSHIP ASSISTANCE

For the management and administration of monetary awards and scholarship assistance, this Bylaw serves as a policy statement.

Section 1. Financial Assistance and Scholarships

- a. Awards and Scholarship Assistance
 - (1) Monetary awards will be made only to winners of competitive events at levels determined by the Executive Board of FSMTA upon recommendation of the Executive Board of FSMTF.
 - (2) Certificates of recognition and/or participation will be given to all competitors in FSMTA sponsored events.
- b. Awards Budget and Payments
 - (1) Each Chairperson of a competitive event, working in conjunction with the appropriate FSMTA Vice President for Student Events, shall submit an "event budget" to the FSMTF Treasurer listing expenses.
 - (2) Each Chairperson of a competitive event shall request award and/or scholarship assistance checks to be available for presentation at the conclusion of each event.

Section 2. For stimulation of musical interest among the lay public, the sponsorship of meetings for study, discussion, and evaluation, and the sponsorship and presentation of music recitals and concerts.

- (1) All monies that are donated to FSMTF for one of the above purposes will be announced to the general membership.

- (2) Individual members, local or district associations, or FSMTA may apply for grants based on one of the above purposes.
- (3) A timetable for distribution would be established between the donor and the FSMTF President.
- (4) The donor may elect to establish an endowment, using interest only for grants, or the donor may elect to give a one-time only donation for a specific event within a specified time frame.

Section 3. Administration of Foundation Funds

- a. Deposit of Funds
 - (1) All funds, donated and/or retained from income, which have been designated to or for endowed funds shall be deposited and/or redeposited into the corpus of that account.
 - (2) All other funds shall be deposited into the Scholarship Development Account and held for the sole purpose of awards and/or operation of the Foundation.
 - (3) Scholarship Development funds, in the amount projected for use within a six (6) month period, shall be held in an open account and used for payment of debited expenses of the Foundation as determined under Section 1 above.
- b. Investment of Funds
 - (1) The corpus of the Foundation, from whatever source, shall be invested for income at the best and safest rate of return as determined by the FSMTF Treasurer.
 - (2) Investments, including dollar amounts and interest rates, shall be reported biennially to the Executive Board of FSMTF with recommended action by the Executive Board of FSMTA.
 - (3) An internal audit and balance sheet of funds shall be reported annually to the membership of FSMTA as directed by the Executive Board of FSMTA. (See Article VIII Section 6 of the FSTMA Bylaws.)
 - (4) A professional audit of the Foundation books shall be completed every five years, beginning with the 2005-2006 fiscal year.

Section 4. Disbursement of Foundation Funds

- a. Payment of Awards
 - (1) All monetary awards and scholarship assistance for FSMTA sponsored competitive events shall be paid from FSMTF income and/or from the Scholarship Development account as determined by Section 1 above.
- b. Endowed Events
 - (1) Monetary awards for named (endowed) events shall be paid from the income of invested funds held restricted for that named event.
 - (2) Income from endowed funds, not used for the purpose of awards and scholarship assistance, shall be reinvested into the corpus of that account in accordance with Section 2 above.
- c. Scholarship Development
 - (1) Monetary awards for events not endowed shall be paid from the Scholarship Development account as stated in Section 2 above.
 - (2) Unrestricted funds may be held in open accounts and/or reinvested in accordance with Section 2 above or as directed by the FSMTA Executive Board.
- d. Amounts and Levels of Awards
 - (1) Levels of monetary awards and/or scholarship assistance shall be set on an annual review by action of the Executive Board of FSMTF upon recommendation by the FSMTA Executive Board.
 - (2) Levels of monetary awards and/or scholarship assistance of events not

endowed shall be commensurate with those from endowed events.

- (3) Amounts of awards and/or scholarship assistance may be augmented with FSMTA general funds as determined by the Executive Board.

Section 5. Foundation Corpus

- a. Investment of Corpus
 - (1) The corpus of the Foundation shall be invested in accordance with Section 2 above.
- b. Invasion of corpus
 - (1) The corpus of invested funds, either of endowed funds or scholarship development funds, shall not be invaded to make monetary awards or to give scholarship assistance or for any other purpose.

ARTICLE V COMMITTEES

There shall be a budget committee consisting of the President-Elect, FSMTF Treasurer, and FSMTA Treasurer, with the FSMTF President as ex officio member. The FSMTF treasurer shall serve as Chair of the Committee.

The Committee shall meet and establish a budget prior to the beginning of each fiscal year, by June 30th.

ARTICLE VI AMENDMENTS

These Bylaws may be amended at any annual meeting or special meeting of the Corporation by a two-thirds (2/3) vote of the members present and voting.