

**RALEIGH PIANO TEACHERS ASSOCIATION**  
**CONSTITUTION AND BYLAWS**

**CONSTITUTION**

**ARTICLE I: NAME**

The name of this organization shall be RALEIGH PIANO TEACHERS ASSOCIATION, hereafter known as RPTA or the Association. RPTA is an affiliate of NORTH CAROLINA MUSIC TEACHERS ASSOCIATION, INC and MUSIC TEACHERS NATIONAL ASSOCIATION, INC.

**ARTICLE II: PURPOSE**

The purpose of this Association shall be to exchange ideas, to discuss pedagogical issues, to encourage a love and understanding of the music we teach, and to promote cooperative interest in our professional activities. The regular monthly meetings shall be designed to stimulate professional growth so that our members may provide quality education to their students. This Association shall be organized and operated exclusively for educational purposes within the meaning Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

**ARTICLE III: MEMBERSHIP AND DUES**

Section 1 – All members shall be affiliated with Music Teachers National Association and North Carolina Music Teachers Association.

Section 2 – Membership classifications and privileges shall be as prescribed in the Association Bylaws.

Section 3 – Dues shall be as prescribed in the Association Bylaws.

Section 4 – Acceptance of membership includes an agreement to abide by the MTNA Code of Ethics.

Section 5 – Membership in the Association may be terminated by the member or revoked as prescribed in the MTNA Bylaws.

**ARTICLE IV: OFFICERS**

Section 1 – The elected officers of the Association shall be as follows: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2 – Every officer of RPTA shall be a member in good standing.

Section 3 – Each officer shall be elected for one term of two (2) years. The election of officers shall take place at the April monthly meeting and the installation in May. The term of office begins with the adjournment of the May meeting. No person shall hold the same office for more than two consecutive terms.

Section 4 – A nominating committee shall be selected in January of even-numbered years to nominate RPTA officers. The committee shall consist of the immediate Past President and three other active members of the Association. These three members shall be appointed by the President. Each shall have given his or her consent. The immediate Past President shall serve as chair. The nominating committee may nominate an officer to serve a second consecutive term.

Section 5 – RPTA members will be notified of the slate of officers to be elected 15 days prior to the election. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. Officers shall be elected by majority vote of the active members present at the April meeting. When regular members in good standing are unable to be present at an election of officers, their absentee ballots, in writing, including e-mail, shall be counted in the vote.

Section 6 – Any officer who wishes to resign shall submit a written resignation to the President. Such resignation shall become effective at the expiration of thirty days. Vacancies in elective offices shall be filled by the President with the knowledge and consent of the Executive Board. Alternatively, the President may choose to ask the Nominating Committee to fill the vacancy. The candidate shall then be elected at the next regular meeting.

Section 7 – In the event any officer fails to perform said duties as defined by the Constitution and Bylaws, the officer may be removed from the post by a three-quarters vote of the Executive Board.

**ARTICLE V: BOARD OF DIRECTORS**

Section 1 – The Executive Board of RPTA shall be composed of the elected officers, the immediate Past President and the Parliamentarian. It shall actively pursue the purposes of the Association. The Executive Board is empowered to handle the fiscal responsibilities of the Association. It may adopt, by three-quarters vote, such rules and regulations for the conduct of Association business as shall be deemed advisable; however, the Executive Board must follow Article VII of the Constitution when amending the Constitution and Article VIII of the Bylaws when amending the Bylaws. The Executive Board may invite the chairmen of a standing committee to participate in the vote on actions pertaining to that committee. The Executive Board may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 2 – The Full Board of RPTA shall be composed of the elected officers, the immediate Past President, the Parliamentarian, and the chairmen of standing committees, including appointed special committee chairmen. Non-chair members of committees are welcome at Full Board meetings but may not vote. The Full Board shall be empowered to take whatever action is necessary on behalf of the Association between scheduled meetings of the Executive Board, except for actions involving Association finances, or amendments to the Constitution or Bylaws. Any action by the Full Board shall be adopted by three-quarters vote. The Full Board shall have the power to rescind any decision of the Executive Board.

- Section 3 – The Executive Board shall meet in October, January, and May at such time and place as determined by the Board. One half of the members of the Executive Board shall constitute a quorum.
- Section 4 – The Full Board shall meet twice a year in July and April, at such time and place as determined by the Board. One half of the members of the Full Board shall constitute a quorum.
- Section 5 – The President may call special board meetings on two days notice to the members of the board.
- Section 6 – Action taken by written consent of three-quarters of the members of the Executive Board or the Full Board via mail, or electronic submission, shall be a valid action of the Board. Such action by either Board shall be preserved and reported in the official minutes.

#### **ARTICLE VI: COMMITTEES**

- Section 1 – The standing committees shall be: Budget, Certification, Courtesy, Email/Telephone, Ensemble Festival, History, Hospitality, Independent Music Teachers Forum, Library, Musicales, Past Presidents, RPTA Scholarship, Referral, Scholarship Funding, Yearbook, Young Artist Auditions, Website, and Workshop.
- Section 2- Every chairman of a standing committee shall be a member in good standing.
- Section 3 – The members of the Budget Committee shall be the Treasurer, the immediate past Treasurer, the First Vice President, and one other member at large, appointed by the President.
- Section 4 – Special committees, such as Constitution, Community Outreach, and Publicity, shall be appointed by the President whenever deemed necessary.
- Section 5 – In the event any chairman of a standing committee fails to perform said duties as defined by the Constitution and Bylaws, the chairman may be removed from the post by a three-quarters vote of the Executive Board.

#### **ARTICLE VII: AMENDMENTS TO THE CONSTITUTION**

- Section 1 – This Constitution may be amended upon recommendation of the RPTA Executive Board at any monthly meeting of the Association by a majority vote of two-thirds of the active membership. Written notice of the proposed amendment(s) must be submitted to the membership of RPTA at least twenty (20) days in advance of the meeting.
- Section 2 – When regular members in good standing are unable to be present when an amendment to the Constitution is on the regular meeting agenda, their absentee ballots sent to the Recording Secretary in writing, including e-mail shall be counted in the vote.

#### **ARTICLE VIII: DISSOLUTION**

Upon dissolution of the Association, the Executive Board, after having made provisions for the payment of all liabilities, shall dispose of all assets on behalf of the Association. Disposition shall be made to one or more organizations that operate exclusively for educational or other nonprofit purposes that qualify as exempt under the United States Internal Revenue laws and those of the State of North Carolina.

### **----- BYLAWS -----**

#### **ARTICLE I: MEMBERSHIP**

- Section 1 – Active Membership shall be open to any person who has a degree in music or is actively engaged in the profession of music as a teacher, performer or as a college music student. An active member is one whose dues are paid for the current year. Active members must renew their dues by July 1<sup>st</sup> each year in order to participate in the Young Artist Auditions, the RPTA Scholarship Program, or the Ensemble Festival.
- An Active Member whose dues have lapsed for one full membership year or more, may rejoin at any time by paying current dues, but must reinstate by October 1<sup>st</sup> in order to participate in the Young Artist Auditions, the RPTA Scholarship Program, or Ensemble Festival.
  - A New Member is one who has not been a member of RPTA in any past year. A New Member must submit an application to join RPTA to the membership chairman for approval. A New Member must pay all dues before October 1st in order to participate in the Young Artist Auditions, the RPTA Scholarship Program, or Ensemble Festival. New Members shall be introduced at a general meeting, and their professional histories shall be included in that introduction.
- Section 2 – Collegiate Membership is open to all college music students who are also members of an affiliated state association and a collegiate chapter if available. Collegiate Members have access to many MTNA services, receive *American Music Teacher* magazine, members' discounts, and also have the right to vote and hold office at the local level. The collegiate membership year runs from October 1 through September 30.
- Section 3 – Life Membership may be awarded at the discretion of the Executive Board to a dedicated professional member who has served RPTA faithfully and with distinction or to a retired RPTA member. A Life Member shall be responsible for MTNA and NCMTA dues, but no local dues shall be required. All privileges of Active Membership shall apply.
- Section 4 – Honorary Membership may be conferred upon anyone who has made an outstanding contribution to RPTA. This is not a participating membership, but an honor bestowed to show the gratitude of RPTA. No duties or dues shall apply.
- Section 5 – Patron Membership shall be open to all individuals and businesses that wish to support the programs of RPTA. Patron Members shall be entitled to attend programs of the Association, but shall not have the right to vote or hold office.
- Section 6 – Application for membership shall be submitted to the membership chairman for approval.

## ARTICLE II: DUES

- Section 1 – Membership dues shall be proposed by the Executive Board and approved by the membership by a majority vote of the active members present at the November meeting. Dues amounts will be published annually in the RPTA yearbook. Dues are made payable directly to MTNA and dispersed accordingly.
- Section 2 – Dues to MTNA include a subscription to *The American Teacher* magazine. Dues to NCMTA include a subscription to *The North Carolina Music Teacher*.
- Section 3 – Dues paid by new members who are accepted after April 1 shall be applied to the following membership year.
- Section 4 – In order to be classified as a member in good standing, the member shall have paid dues by July 1, and shall adhere to the MTNA Code of Ethics and the Constitution and Bylaws of RPTA.

## ARTICLE III: MEETINGS

- Section 1 – With the exception of December, meetings shall be held monthly on the third Wednesday of the month. No meeting shall be scheduled the month of Young Artist Auditions. The Executive Board or Full Board may alter the schedule when deemed necessary.
- Section 2 – The first regular meeting shall be held in September of each year. The last regular meeting shall be held in May.

## ARTICLE IV: DUTIES OF THE ELECTED OFFICERS AND THE PARLIAMENTARIAN

### Section 1 – All officers and the Parliamentarian shall:

- a. Keep clear, updated records on the guidelines and functions of their office to pass down to the succeeding officers or Parliamentarian;
- b. Submit a current Calendar of Job Responsibilities for their office to the President at the April Board meeting; include any pertinent motions passed during the year;
- c. Submit updated information about their office and/or responsibilities to the yearbook chairman before the deadline;
- d. Submit a financial report at the April Board meeting or when directed to do so by the Executive Board;
- e. Submit a check request form with attached original receipts to the Treasurer for reimbursement of expense; (expenses beyond budgetary allotments must be approved by the Executive Board before they are reimbursed);
- f. Request approval from the Executive Board before paying any Association member for services rendered, a reimbursement of more than the member's actual expenses.

### Section 2 – The **President** shall:

- a. Preside at all meetings of the Association, the Executive Board, and the Full Board;
- b. Appoint, with the knowledge and consent of the Executive Board, committee chairmen and the Parliamentarian;
- c. Be an ex-officio member of all standing committees (except the Past Presidents Committee);
- d. Maintain a notebook containing the current Calendar of Job Responsibilities for every elected officer as well as every committee chairman;
- e. Perform such duties as are deemed necessary.

### Section 3 – The **First Vice President** shall:

- a. Plan and coordinate the necessary arrangements for the monthly programs;
- b. Perform the duties of the President in that officer's absence;
- c. Serve as a member of the Budget Committee.

### Section 4 – The **Second Vice President** shall:

- a. Accept and review applications for membership as defined in Article III of the Constitution and Article I of the Bylaws;
- b. Assign new members a mentor;
- c. Introduce new members at the next monthly meeting of the Association following their acceptance;
- d. Perform the duties of the President in the absence of both the President and the First Vice President.

### Section 5 – The **Recording Secretary** shall:

- a. Keep a record of all meetings of the Association, the Executive Board, and the Full Board;
- b. Maintain a record of membership attendance to the meetings;
- c. Furnish a copy of the minutes of all Board meetings to the President and corresponding Board within 10 days;
- d. Submit a copy of the minutes of the monthly meetings to the Corresponding Secretary by the last day of each month;
- e. Distribute a list of motions voted on during the current membership year to the Full Board at the April board meeting;
- f. Submit a copy of all the Association minutes to the Historian at the conclusion of term of office.

### Section 6 – The **Corresponding Secretary** shall:

- a. Compile and edit the monthly newsletter;
- b. Receive submissions to the newsletter by the last day of each month;
- c. Submit the monthly newsletter to the Website Chairman to be posted on the RPTA website 10 days in advance of the regular meeting date unless otherwise advised by the President;
- d. Notify the membership of the website posting of the newsletter through the RPTA Yahoo e-mail group;
- e. Mail a copy of the monthly newsletter to those members without access to a computer;

### Section 7 – The **Treasurer** shall:

- a) Oversee, in cooperation with the President and the Executive Board, all financial affairs of the Association;
- b) Deposit member dues, fees, and other income as may be received by the Association;

- c) Disburse the funds of the Association as directed by the President and the Executive Board;
- d) Serve as chair of the budget committee; keep accurate records of all financial transactions;
- e) Submit necessary tax forms to the IRS by the legal deadlines;
- f) Submit a written report of the Association's income and expenses (a Profit and Loss summary) from July 1 to date at each Executive Board meeting. Make available an itemized report of income and expenses for the same periods.
- g) Submit to the Full Board at the April Full Board meeting a report of the Budget Versus Actual Expenses for the period from July 1 to date;
- h) Submit a written annual financial report at the May monthly meeting;
- i) Submit all financial records for an audit when directed to do so by the Executive Board.

Section 8 – The **Parliamentarian** shall provide parliamentary opinion during meetings of the Association. The rules contained in the latest edition of 'Robert's Rules of Order' shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Association or any special rules of order the Association may adopt.

## **ARTICLE V: RESPONSIBILITIES OF STANDING COMMITTEES**

### Section 1 – All committees shall:

- a) Keep clear, updated records on the guidelines and functions of their committee to pass down to the succeeding committee chairmen;
- b) Submit an updated Calendar of Job Responsibilities for their committee to the President at the April Board meeting; include any pertinent motions passed during the year;
- c) Submit updated committee information to the yearbook chairman before the deadline;
- d) Submit a financial report at the April Board meeting or when directed to do so by the Executive Board. (This report is the responsibility of each committee chairman, not the Treasurer);
- e) Submit a check request form with attached original receipts to the Treasurer for reimbursement of expense; (Expenses beyond budgetary allotments must be approved by the Executive Board before they are reimbursed);
- f) Request approval from the Executive Board before paying any Association member for services rendered, a reimbursement of more than the member's actual expenses.

### Section 2 – The **Budget Committee** shall:

- a) Compile the operating budget for the Association;
- b) Present the proposed budget to the Executive Board at the May meeting and to the membership at large at the September meeting.

### Section 3 – The **Certification Committee** shall:

- a) Keep the Association informed of what is being done at the local, state, and national levels regarding certification of teachers;
- b) Communicate with persons exploring and/or working on the certification process.
- c) Maintain an itemized account of the certification fund.

### Section 4 – The **Courtesy Committee** shall:

- a) Send expressions of concern to those Association members who are ill or have a death in the immediate family;
- b) Send congratulations to Association members when appropriate.

### Section 5 – The **E-mail/Telephone Committee** shall:

- a) Handle communication with active members when the need arises through the use of the RPTA Yahoo group and telephone. A telephone tree shall be kept current to be used when necessary.

### Section 6 – The **Ensemble Festival Committee** shall:

- a) Plan and make the necessary arrangements for the Ensemble Festival. All actions are subject to review by the Executive Board
- b) Submit a written report of the Ensemble Festival to the Full Board in April.

### Section 7 – The **History Committee** shall:

- a) Collect documents and photographs representative of the activities of the Association;
- b) Compile an annual scrapbook;
- c) Serve as the liaison between the Association and the NC Department of Cultural Resources Office of Archives and History;
- d) Transfer to the Archives the annual meeting minutes and other important items for their preservation;
- e) Maintain an inventory of the items donated to the Office of Archives and History.

### Section 8 – The **Hospitality Committee** shall:

- a) Provide light refreshments at the monthly meetings and any other functions as directed by the President or the Executive Board.

### Section 9 – The **Independent Music Teachers Forum Committee** shall:

- a) Keep the Association informed of what is being done at the local, state, and national levels regarding Independent Music Teachers Forum.

### Section 10 – The **Library Committee** shall:

- a) Purchase, catalog, and lend music-related materials.

### Section 11 – The **Musicales Committee** shall:

- a) Plan and coordinate the necessary arrangements for the two or three musicales held each year.
- Section 12 – The **Past Presidents Committee** shall:
- Meet twice a year, once in the fall and once in the spring;
  - Determine the recipient of the yearbook dedication before the July Full Board meeting;
  - Serve as advisor to the President, the Executive Board, or the Full Board when the need arises;
  - Make recommendations to the Executive Board on disciplinary actions for violations of the Code of Ethics.

Section 13 – The **RPTA Scholarship Committee** shall:

- Formulate the procedures under which the RPTA Scholarship funds are to be granted and administer the awarding of these funds. All actions are subject to the approval of the Executive Board;
- Submit a written report of the Scholarship event to the Full Board in April.

Section 14 – The **Referral Committee** shall:

- Compile a list of members sorted by zip code, and distribute the list to all local music stores;
- Provide a list of teachers with openings or the website address of the Association to parents who inquire;
- Remind members to update their status on the referral section of the RPTA website;
- Refresh the referral section of the RPTA website twice a year.

Section 15 – The **Scholarship Funding Committee** shall:

- Encourage donations from members and businesses for the RPTA and YAA Scholarships;
- Serve as the liaison between RPTA and businesses for events that benefit the Scholarship Fund;
- Submit an annual financial report of the Scholarship Fund at the April meeting.

Section 16 – The **Yearbook Committee** shall:

- Compile and publish, by the September monthly meeting, the annual yearbook that contains a list of elected officers, Parliamentarian and committee chairmen, dues amounts, programs and activities for the current year, the Code of Ethics, the Constitution and Bylaws, the budget, a member directory, information about MTNA certification, Young Artist Auditions guidelines, repertoire lists and previous year YAA award amounts, and any other information as directed by the President and Executive Board;

Section 17 – The **Young Artist Auditions Committee** shall:

- Plan and make the necessary arrangements for the annual Young Artist Auditions. All actions are subject to review by the Executive Board;
- Submit to the Executive Board for approval prior to the Honors Recitals, a report on the awards' amounts to be dispersed along with a financial report to date;
- Submit to the membership, a summary report of YAA at the April meeting;
- Submit a written report of YAA at the April Full Board meeting.

Section 18 – The **Website Committee** shall:

- Maintain the official website of the Association, [www.raleighpianoteachers.org](http://www.raleighpianoteachers.org).

Section 19 – The **Workshop Committee** shall:

- Plan and make the necessary arrangements for the biyearly (every two years) piano workshop. All actions are subject to review by the Executive Board;
- Submit a written report of the workshop to the Full Board at the following Board meeting.

#### **ARTICLE VI: SPECIAL COMMITTEES**

Section 1 – The Events Coordination Committee shall:

- Act as a liaison between Meredith College and RPTA to facilitate the scheduling of the many RPTA events that take place at Meredith.

Section 2 – The Community Outreach Committee shall

- Contact various groups in the arts community of this area and seek to promote closer ties to them.

#### **ARTICLE VII: TENURE FOR STANDING COMMITTEE CHAIRMEN**

Section 1 – Tenure of office for all standing committee chairmen shall be for two years, unless said tenure is extended by vote of the Executive Board.

Section 2 – A chairman of a standing committee who wishes to resign shall submit to the President a written resignation which shall be effective at the expiration of thirty days.

#### **ARTICLE VIII: AMENDMENTS TO THE BYLAWS**

Section 1 – These Bylaws may be amended upon recommendation of the RPTA Executive Board at any monthly meeting of the Association by a two-thirds vote of the active members present. Written notice of the proposed amendment(s) must be submitted to the membership of RPTA at least twenty (20) days in advance of the meeting.

Section 2 – When regular members in good standing are unable to be present when an amendment to the Bylaws is on the regular meeting agenda, their absentee ballots sent to the Recording Secretary in writing, including e-mail shall be counted in the vote.

#### **ARTICLE IX: FINANCES AND ACCOUNTING**

Section 1 – The Association shall operate under a fiscal year as determined by the Executive Board.

Section 2 – All disbursements shall be made by check, gift check, or gift card.

Section 3 – With the President’s approval, all statements of expense shall be submitted to the Treasurer for payment.

Section 4 – The President or the Treasurer shall have the authority to deposit or withdraw funds from the depository.

Section 5 – The outgoing Treasurer shall transfer all business records to the incoming treasurer before 07/01.

## **RPTA CODE OF ETHICS**

**We, the members of Raleigh Piano Teachers Association, having dedicated ourselves to the advancement of musical knowledge and education, pledge to each other and to ourselves that we will uphold and abide by the following professional and personal principles as members of the Association in good standing.**

**COMMITMENT TO STUDENTS**—The teacher shall conduct the relationship with students and families in a professional manner.

- The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- The teacher shall clearly communicate the expectations of the studio.
- The teacher shall encourage, guide and develop the musical potential of each student.
- The teacher shall treat each student with dignity and respect, without discrimination of any kind.
- The teacher shall respect the student’s right to obtain instruction from the teacher of his/her choice.

**COMMITMENT TO COLLEAGUES**—The teacher shall maintain a professional attitude and shall act with integrity in regard to colleagues in the profession.

- The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
- The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- The teacher shall respect the integrity of other teachers’ studios and shall not actively recruit students from another studio.
- The teacher shall participate in the student’s change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

**COMMITMENT TO SOCIETY**—The teacher shall maintain the highest standard of professional conduct and personal integrity.

- The teacher shall accurately represent his/her professional qualifications.
- The teacher shall strive for continued growth in professional competencies.
- The teacher is encouraged to be a resource in the community.